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Garber's INTERNATIONAL SHORTHAND

A complete, light-line, three-position, two-way motion, phonetic and syllabic system of shorthand, which is based on the natural movements of longhand, with vowels both written and omitted.

by

Osborne Garber, C.S.E.

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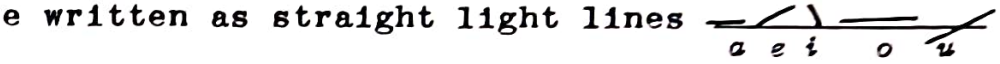
PREFACE

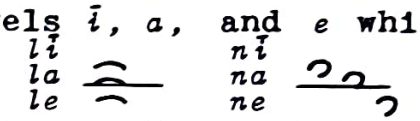
GARBER'S INTERNATIONAL SHORTHAND is a complete and original system designed to meet the requirements for accuracy and speed in the reproduction of any spoken word.

The vowels are written as straight light lines 

The character for each consonant is written precisely as the portion of the longhand letter it represents. (See Pages 8 and 9)

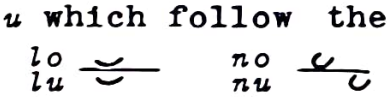
By writing the curve consonants clockwise above the line, on the line and under the line the vowels *i*, *a*, and *e* which follow the consonants are unwritten:

li *ni*
la *na*
le *ne*



By writing the curve consonants counterclockwise on the line and under the line the vowels *o* and *u* which follow the consonants are unwritten:

lo *no*
lu *nu*



The three positions and the two-way motion make for great speed and accuracy. The flexibility of the two-way motion makes possible the easy joining of any two characters and the ability to write any word with the minimum number of movements. The system is phonetic and syllabic.

There are 30 Units in the textbook. These have been planned and arranged in such a manner as to release the words according to their high frequency of usage; for example, Unit I deals with the principle involving the most commonly used words *the, and, of, I, to, a, that, you, at, on, he, they, one, had, an,* etc.

Arbitrarily 15 word-signs have been created to facilitate fast phrasing. The only phrasing principle given in the textbook during the study of the theory is the adding of the word *the* to any other word, as *in-the, for-the,* etc.

After the theory is learned, 400 of the most commonly used root phrases are listed in § 114 for those who wish to develop phrasing. There is no limit to the possibilities of phrasing in this system.

GARBER'S INTERNATIONAL SHORTHAND DICTIONARY is complete. It contains a list of the English root words which are found in an ordinary dictionary as well as the suffixes. It is classified according to various professions and lines of business, and should be used AFTER the *TEXTBOOK* has been completed.

PREFACE *(Continued)*

Notebooks with lines spaced at least one-half inch apart, and lead pencils (medium softness) or fine-point fountain pen should be used. The characters in the textbook are written heavy intentionally as a visual aid to the student.

It is most important that the 1000 words given in Units 1 to 29, inclusive, be thoroughly learned as they represent approximately 85% of the words used in ordinary conversation.

Graded dictation material is started after Unit 29. By the time the student has learned the remainder of the vocabulary in the back of the textbook he is ready for general dictation of any kind.

There are many good dictation books on the market. The following are recommended for the beginning dictation:

NEW DICTATION COURSE*	*by CHARLES G. REIGNER*	The H. M. Rowe Company
SHORTHAND DICTATION DRILLS	*by JOHN ROBERT GREGG*	The Gregg Publishing Co.
NEW SHORTHAND DICTATION EXERCISES	*by EDWARD H. ELDRIDGE*	American Book Company

* NOTE: The 50 Introductory letters given in *NEW DICTATION COURSE* consist of words selected from the 1000 high-frequency words, and are recommended for the first dictation.

After the textbook has been completed the following dictation books are a few of the many which can be recommended.

SHORTHAND DICTATION STUDIES	*by WALLACE B. BOWMAN*	South-Western Publishing Co.
BUSINESS DICTATION	*by CHARLES A. THOMAS*	Prentice-Hall, Inc.
SECRETARIAL DICTATION	*by WARREN HALL*	Hall Publishing Company

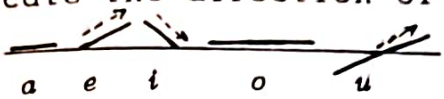
Grateful acknowledgement is made to the many teachers and students who so graciously served in the numerous test classes during the development period of *GARBER'S INTERNATIONAL SHORTHAND;* also the schools which so generously cooperated by allowing these test classes to be put on in their institutions.

The suggestions and reactions of the test students and teachers, from their own viewpoints, contributed greatly to the final perfection of the shorthand and the method of presentation.

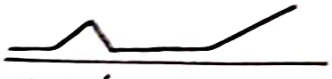
OSBORNE GARBER

UNIT I

§ 1 **VOWELS.** The vowels are *a, e, i, o,* and *u*. The shorthand signs for these letters are written, as follows: (The arrows indicate the direction of writing.)

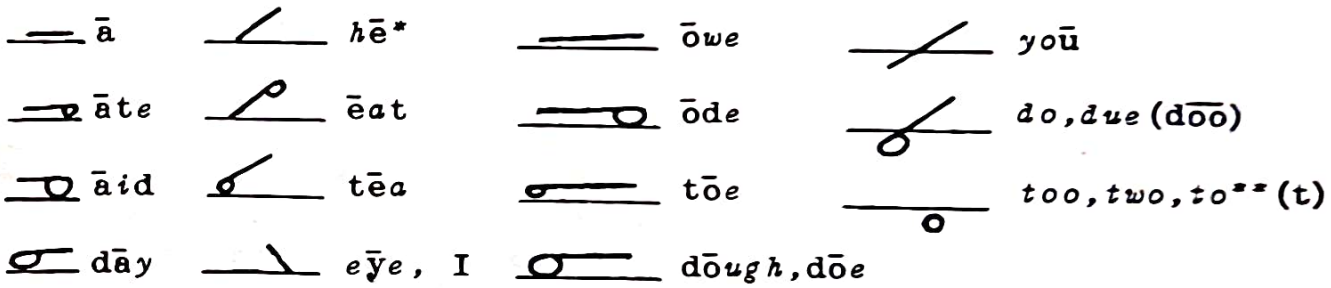


To visualize these letters think of the unbroken line



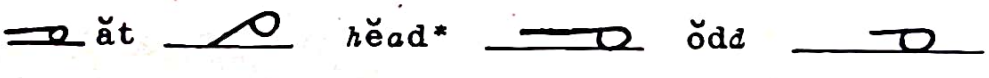
Silent letters are omitted in all words. *Eat* is written as *e-t; eight*, as *a-t; day*, as *d-a; tea*, as *t-e*, etc. Words are written as they sound and not always as they are spelled, for example; the word *do* is spelled *d-o*, yet it sounds as *d-u*, and is so written.

§ 2 **T AND D.** The letter *t* is written as a small circle, and the letter *d* as a larger circle. When they are attached to the vowels they are written on the under side of the straight lines as semicircles. The two type faces in the words denote sounded and silent letters.

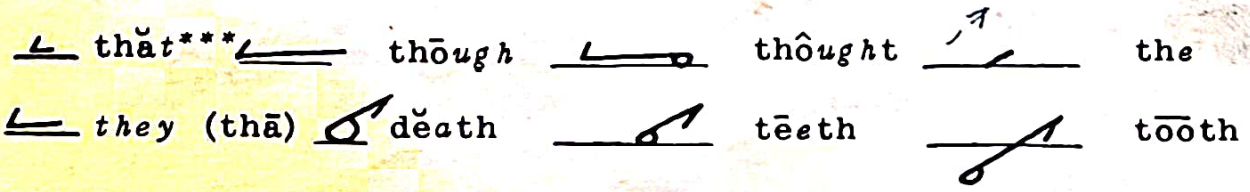


* The letter *h* is usually not written.
** The *u* is not written for the words *too, two* and *to*.

The short sounds for the vowels *a, e, o* and *u* are written in the same manner as the long sounds.



§ 3 **TH.** The sound *th* is a separate combined sound and the letter *t* is not written as a circle when *h* follows it. The combination *th* is written as a small slanting straight tick either upward or downward, whichever is more convenient. Add this tick to the vowels already learned to form the following words:

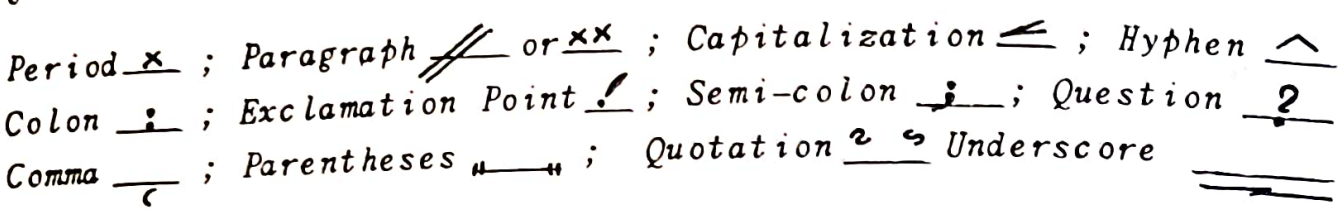


*** The *a* is shortened in the word *that*.

§ 4 **N-HOOK.** The *n-hook* is always written at the end of the vowels on the under side, as:

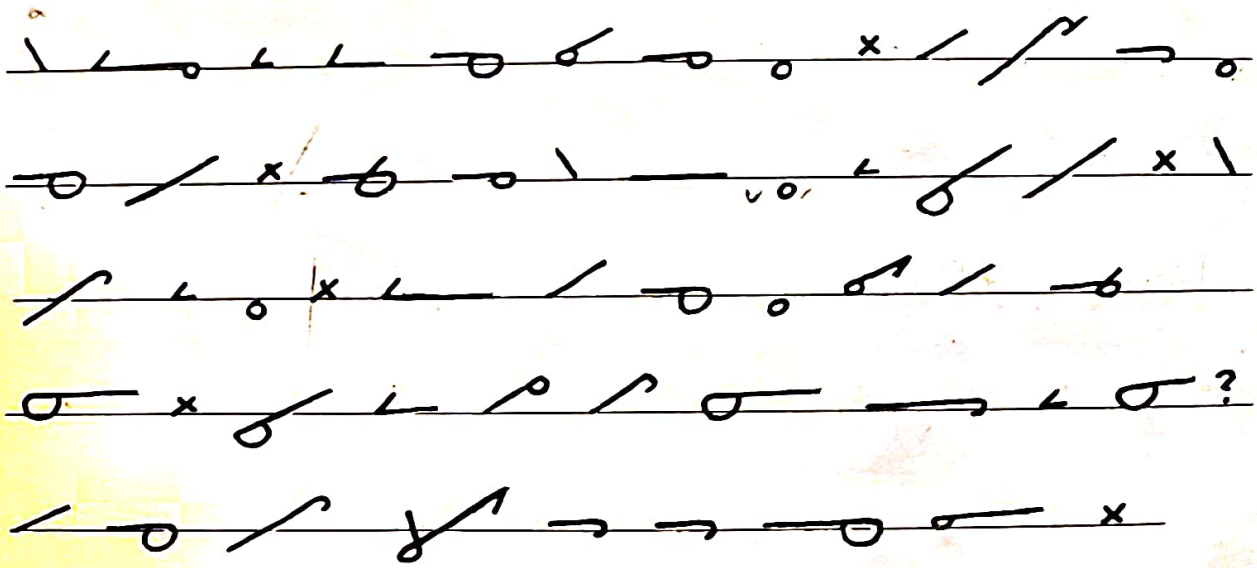
* The sound *d* after the *n-hook* is seldom written.

§ 5 PUNCTUATION MARKS.


Period ; Paragraph or ; Capitalization ; Hyphen ;
Colon ; Exclamation Point ; Semi-colon ; Question ;
Comma ; Parentheses ; Quotation Underscore

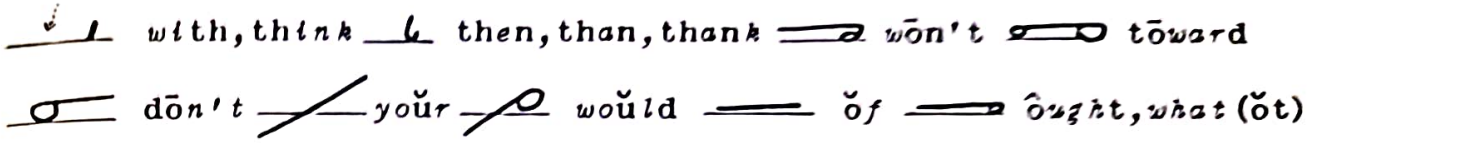
§ 6 I thought that they had tea at two. He won the hand to aid you. Add the eight I owe to that due you. I won that, too. Though he had two teeth he ate the dough. Do they eat any dough on that day? He had one eyetooth and an odd toe.

§ 7 Read the shorthand and refer to the answers when in doubt. Add the word *the* at the end of other words by attaching *th* upward, or downward, whichever is easier. Have someone read the sentences to you while you write them in shorthand.

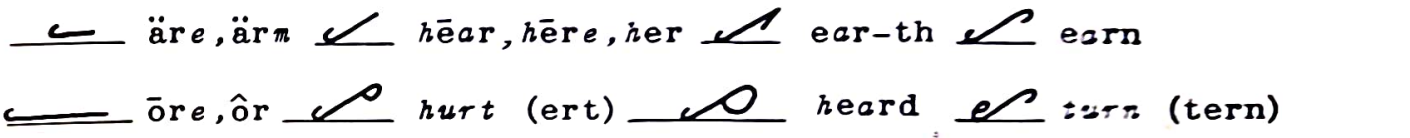


UNIT 2

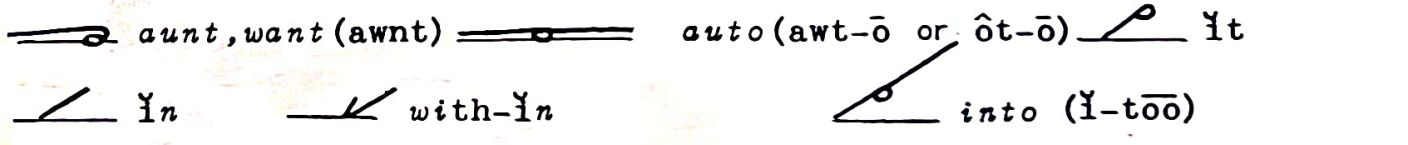
§ 8 SUGGESTIVE WORDS. Many times words are not sounded out in full. Note that the character for *your* is longer than the one for *you*.



§ 9 R-HOOK. The *r-hook* is always written at the BEGINNING of straight lines and on the UPPER side without a break or an angle. When placed on the vowels *a*, *e*, and *o*, the syllable sounds *ar*, *er* and *or* are expressed. In this instance the *r* sound is not sounded first even though it is written first. The vowel and the *r* are inseparable sounds in these three syllables. Do not curve the straight line after the *r-hook*. (correct) (incorrect)



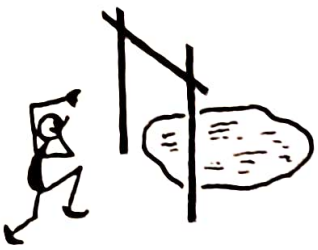
§ 10 SOUNDS AW(ô) AND SHORT ĭ. When *a* is sounded *aw* it is written as an *o*, as in *auto, fall, paw*. Since sound is the important thing in shorthand, and since spelling is disregarded to a great extent, the student will soon become accustomed to this. The short sound of *i* is written as an *e*, as in *ĭt, ĭn*, etc., as it more closely imitates the *e* sound than the long *ī* sound.



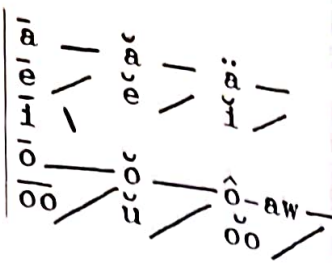
§ 11 VISUAL AND MEMORY AIDS. The key words shown in the illustration at the top of page 4 contain the 13 principal vowel sounds. Memorize the words and associate them with the story:

"This fellow had one hand over his eyes and *āimed* *ăt* the *bär;* however, it was too *hĭgh*, and as a result *hē fĕll* *ĭn*. The admonition is -- *mōst* *ŏf* *all*, *yoū* *mŭst* *lo͝ok* before you jump."

§ 11 (CONT'D)



āim ăt bär
hē fĕll ĭn
hīgh
mōst ŏf all
yoū mŭst lo͝ok



UNIT 3

§ 12 **OU OR A-OO SOUNDS.** The *u* at the beginning of words is struck THROUGH the line, but when the *u* is struck FROM the line upward at the BEGINNING of a word it produces the sound *ou-* (ä-o͞o), as;

hour (ä-o͞or) *town* (t-ä-o͞o) *down* (d-ä-o͞o) *out* (ä-o͞o-t) *without* (th-ä-o͞o-t)

§ 13 **W.** The letter *w* will be studied more fully in a later lesson; however, in order that the DOWN-stroke may be practiced with the other straight strokes at this point, six words are given. *W* is always struck DOWNWARD when written, and is almost perpendicular. When *w* is struck THROUGH the line, it is sounded *wē*, *wĕ* or *wĭ*. The *w* is shortened in the words *when*, *went*, *were*, *where* and *worth*.

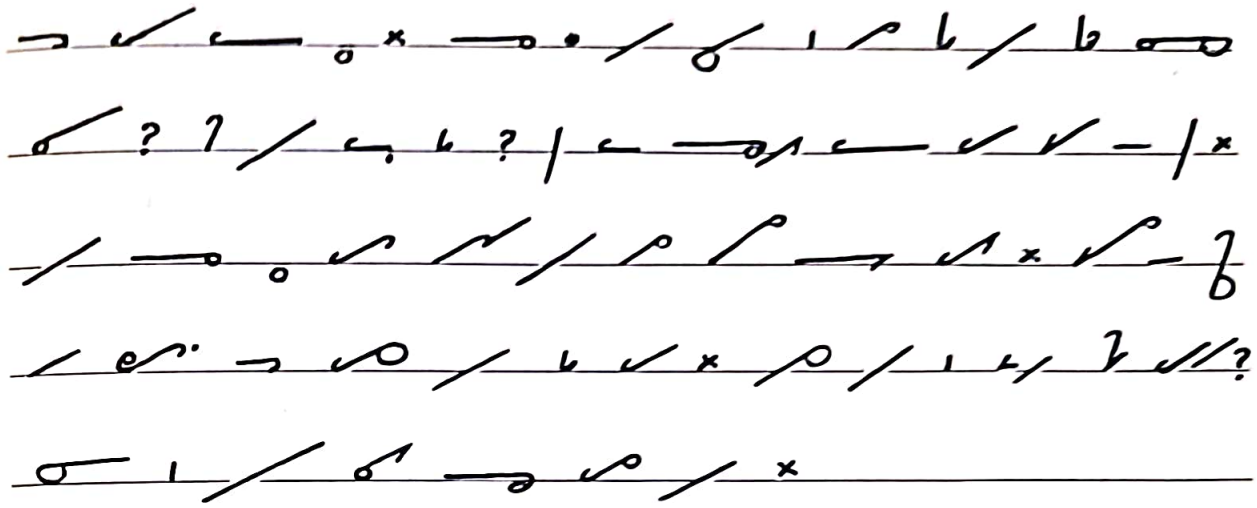
wē, wēek whĕn wĕnt were where worth (wer-th) word (werd)

§ 14 **ENDINGS -ED AND -ING.** If the past tense of any verb is to end in *-ed*, this ending is indicated by a dot placed close to the last character of the word, as *add-ed*. The ending *-ing*, and the word *thing* are expressed by a disjoined up-stroke *e*, written close to the end of the word, as *eat-ing*, or *a-thing*. Attach the in the word *anything*. When the dot is written alone, it expresses the words *did* and *dead*.

§ 15 We went down town in our auto, where we were with our aunt an hour or two. What did you do with it when you went toward town? Were you armed then? We are wanting the ore here within a week. You ought to earn anything you eat out of the earth. Without a word he turned and heard you thank her. Would you think that thing worth hearing? Don't think your teeth won't hurt you.

§ 16

§ 16 (CONT'D)



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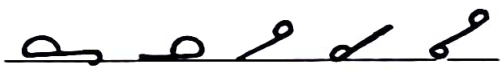
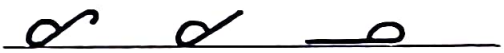
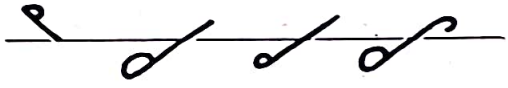
UNIT 4

§ 17 CIRCLE CONSONANTS CH AND J. *Ch* is the same size as *t*, and *j* is the same size as *d*; however, they are always written on the upper side of the vowels. The soft sound of *g* is written as *j* in shorthand, as in the word *general*.

which-ch*ange*, ch*ä*r*ge*, ch*ā*in

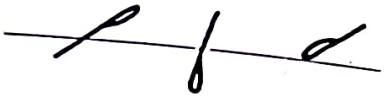
J*ă*n., *ā*g*e*, *ē*ach, ch*ĕ*c*k*, t*ē*ach 

g*ĕ*n*eral*, g*ĕ*nt*leman*, *ŏ*bject 

ch*ī*l*d*, J*ū*l*y*-j*ŭ*d*ge*, ch*ŭ*r*ch*, J*ū*ne 

§ 18 SMALL **LOOPS** ON STRAIGHT LINES. A small loop placed on the UNDER side, at either end, is sounded *ther*, as in the words *thorough* (ther-o͞o) and *other* (ŭ-ther) A small loop on the UPPER side at the beginning is sounded *thr*, as in *through* (thr-o͞o) .

their-there, Thurs.*, ēither

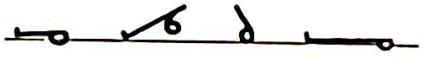
other, wĕather-whĕther, thrēe (ŭ-ther) 

thrōw, throūgh, third**

* A large loop is sounded *therz*.
** *r*-hook on *th*.

UNIT 5

§ 19 **H.** The letter *h* is made with a very small tick at right angles with straight lines. In most cases the *h* sound may be omitted.

hăt, hĭstory, height, hŏt 

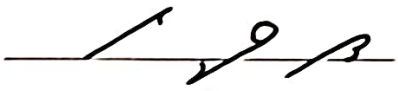
§ 20 CONSONANT **S.** The letter *s* is one of the most commonly used consonants. The COMMA-*s* is always written downward at the beginning and at the end of straight lines. Care should be taken to curve the *s* to distinguish it from *th*, which is written straight. On downward strokes the COMMA-*s* continues on in a downward direction.

The COMMA-*s* has two sounds; the HISSING sound *iss*, as in *nice* and *say*; and the SOFT sound *z*, as in *haze* and *ease*.

sāy, stärt, ēast, ĭts

§ 20 (CONT'D)

sēa, sĕven*, Ice, hôrse

house (ä-o͞os), sŭggest, once (ŭns) 

so͞on-sŭn-son' (sŭ), Tūes., Wed. (wĕns)

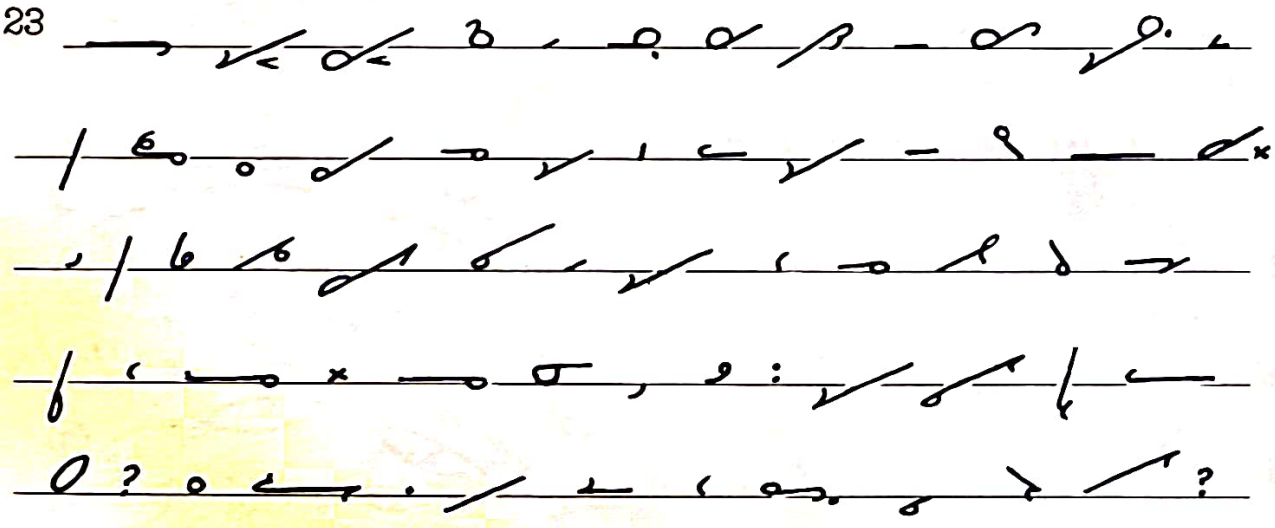
SPECIAL WORDS

as-has, is-his**, was, this

* Place the character for the word *seven* through the line.
** The words *is* and *his* are written under the line.

§ 21 **PLURALS** of words ending in *t*, *d*, *ch*, and *j* are written, as follows: *eights* , *adds* , *its* or , *heads* , *etches* , *ages* , etc.

§ 22 On Sunday, July third, the aged gentleman, once a general, suggested that we start to church at seven with our son, a child of three. As we went east through the town the sun was at its height and the weather was hot. What day is this: Sunday, Tuesday, Wednesday or Thursday? Which horse did you say was chained to the ice house? He objected to his teaching there in January and June. Their son threw his history into the sea. Don't judge each other too soon. Did you say whether he has changed his hat? Either check this and charge it or throw it out. What other day than Thursday would you suggest?

§ 23 

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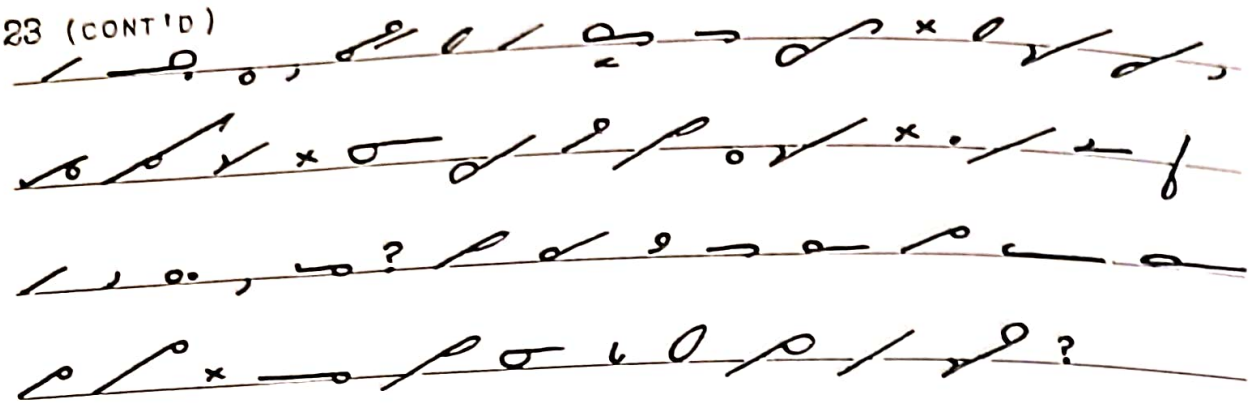
§ 23 (CONT'D)



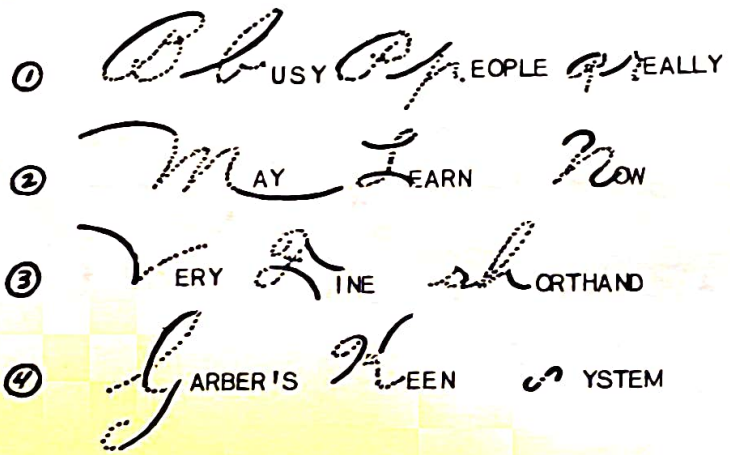
UNIT 6

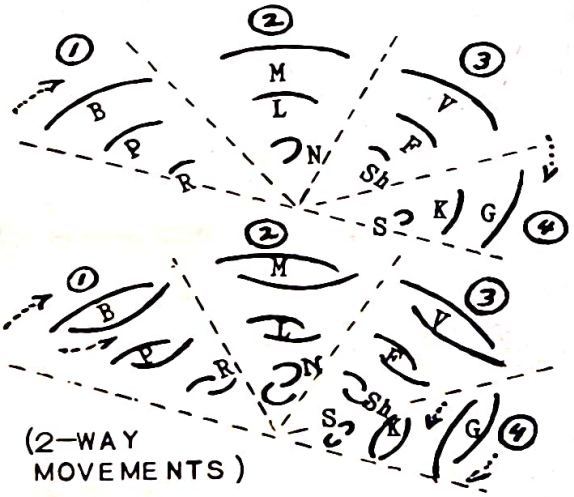
§ 24 CURVE CONSONANTS. The curve consonants *b*, *p*, *r*, *m*, *l*, *n*, *v*, *f*, *g*, *k*, the FULL-*s*, and the sound *sh* have two motions, right and left. There are three positions for the right motion curve consonants. The first position (above the line of writing) does away with the writing of the long *i* vowel which would follow the consonant. The second position (on the line) replaces the *a* vowels. The third position (through or under the line) replaces the *e* vowels. Right motion means clockwise and left motion means counter-clockwise.

There are two positions for the left motion curve consonants. The second position (on the line) eliminates the *o* vowels. The third position (through or under the line) does away with the *u* vowels.

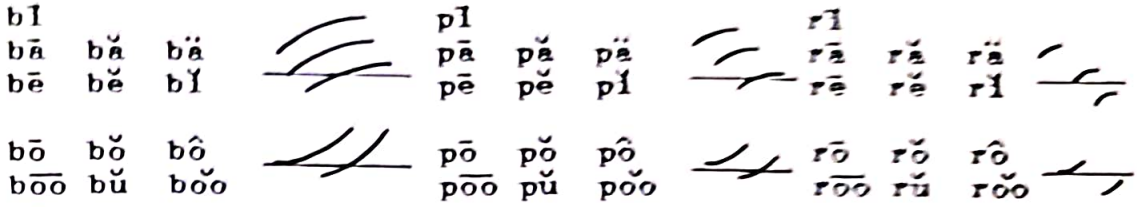
The consonants *b*, *m*, *v* and *g* (hard sound, as in *go*) are full length strokes; *p*, *l*, *f*, and *k*, half strokes; and *r*, *n*, and *sh*, quarter length strokes.

§ 25 VISUAL AND MEMORY AIDS.

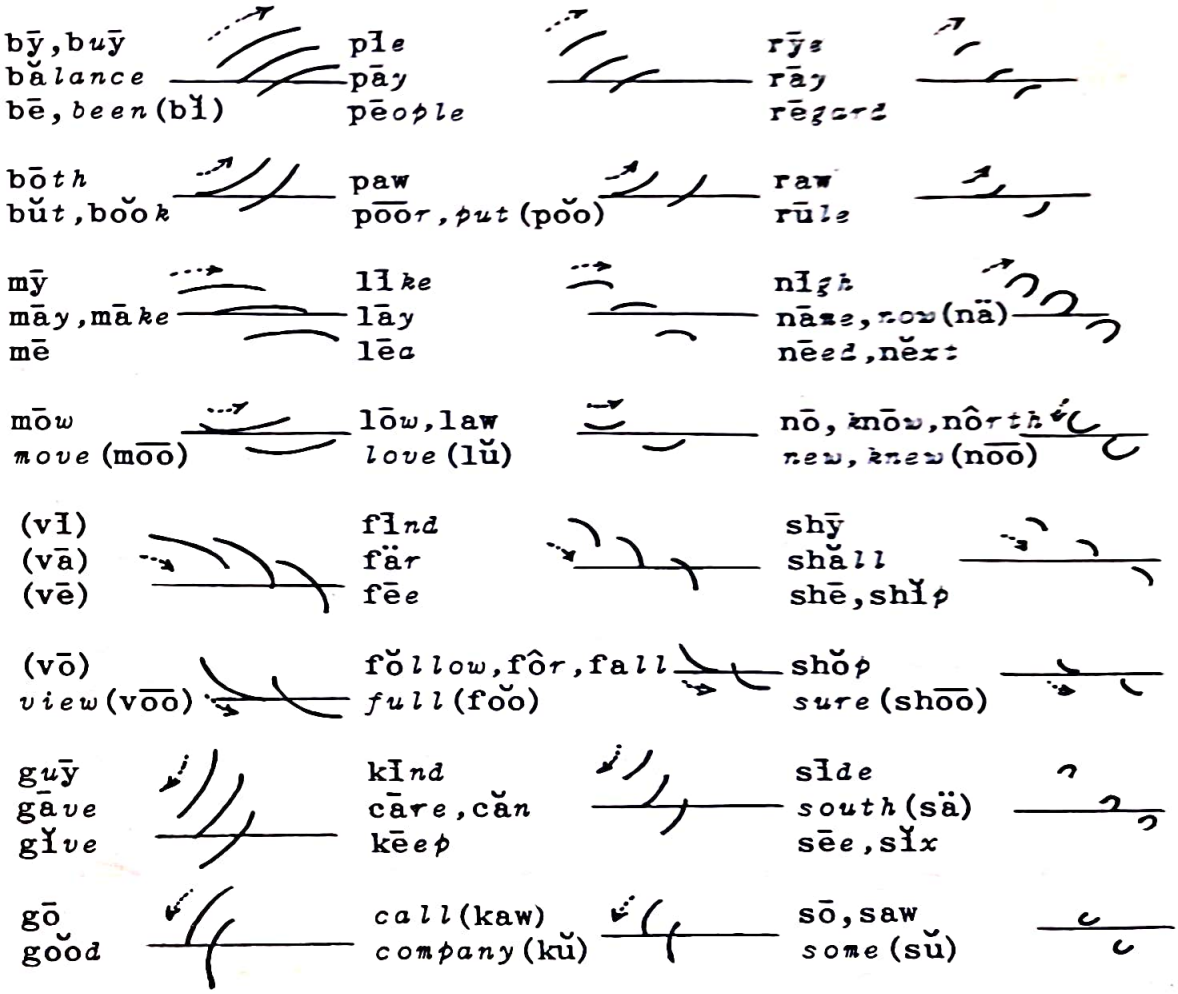




§ 26 **OMISSION OF VOWELS.** The following illustrates the omission of the 13 vowel sounds after the CURVE CONSONANTS *b*, *p*, and *r*, by means of the three positions and the clock- and counterclockwise movements. The other 6 curve consonants are handled in the same manner.



§ 27 **VOCABULARY.**



NOTE: Full-*s* ∪∩ is written clock- and counterclockwise and takes an unwritten vowel. The Comma-*s* ⌒ does not take an unwritten vowel; it is just plain *s*.

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UNIT 7

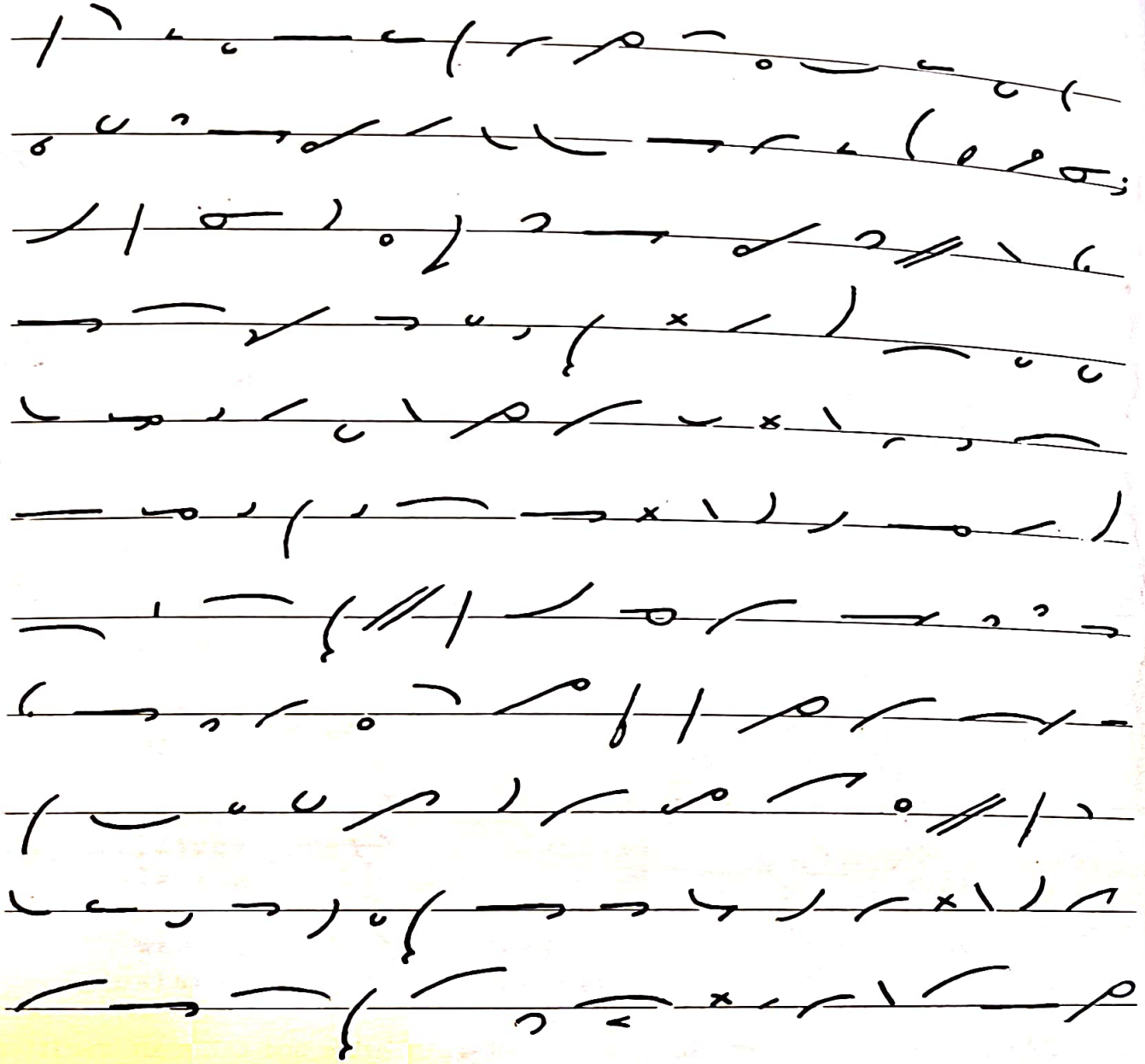
§ 28 We find that some of our good people would like to move our new company to the north side of the church in full view of the people that go there each day; but we don't care to give the name of the church now. I called on my son and saw his goods. He gave me some new fall hats as he knew I would be low. I regard his make of hat as good as my own. I can put what he gave me with my goods.

We both had been on the south side and called on six people to find out whether we would be making a good move, so no one can be hurt by the change.

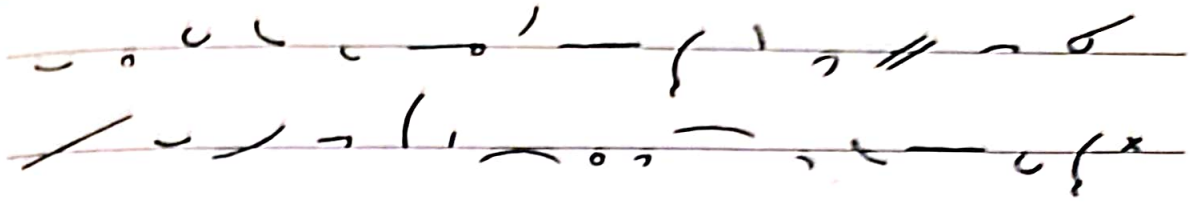
We shall follow our rule and keep some goods on hand for the poor people. I can pay the balance on my goods by next May. The people I buy of would love to know for sure what kind of goods I need.

Lay down your law book and go with me to see my ship full of new goods.

§ 29



§ 29 (CONT'D)



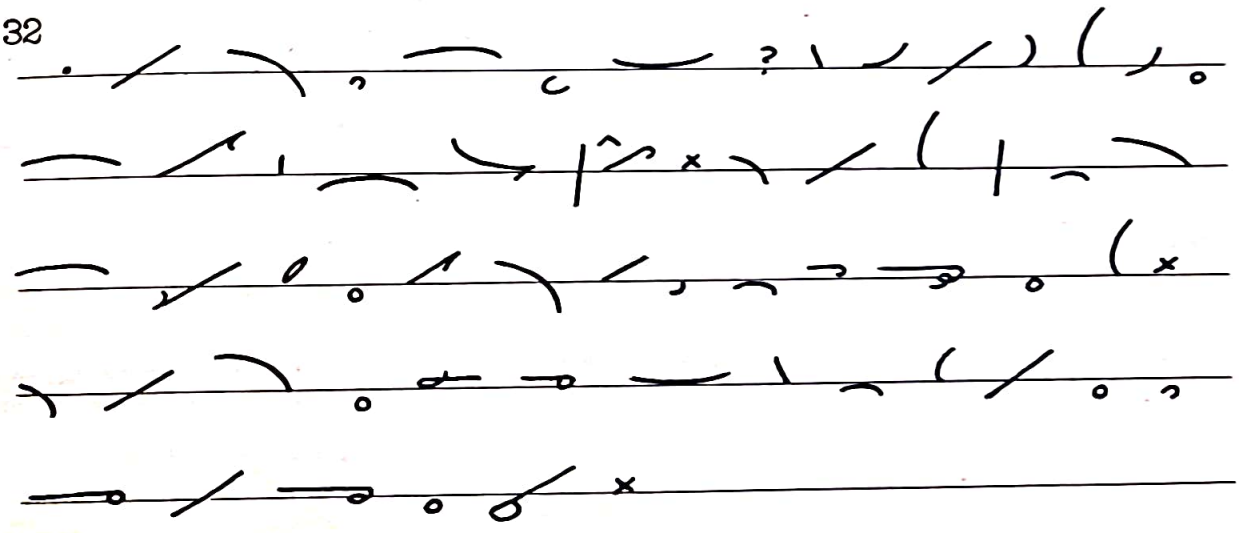
UNIT 8

§ 30 **WORD-SIGNS.** In writing the following words the vowel is omitted in FRONT of the curved stroke. This only occurs in these 15 words and 2 others which will be given later.

hōpe	wĕll, wĭll	hōme	ĕver, ĕvent
ŭp	ĭf	hăve	ōver
ăs, hăs	ĭs, hĭs	was (ŏs)	

§ 31 Did you ever see my new home? I hope you can go up to my house with me over the week-end. If you go we will have my son there, too, in the event he is well and wants to go. If you have to stay at home I will call you to see what you want to do.

§ 32



UNIT 9

§ 33 SPECIAL FORMS and WORDS.

a. Left motion FULL-*S* ⌒ at the end of words adds the sound -*us*.
b. The *ses* or *sez* blend ⌒ indicates two *s* sounds.
c. The word *all* is written as ô-aw and is placed in first position.
d. The word *thing* may be joined when it is a part of another word.
e. The word *self* is added to words as ⌒ or ⌒; *selves*, as ⌒.

a. *possible, respectfully, us-husband*
(pŏ-S) (rē-S) (ŭ-S)

b. *themselves, says, assist, system*
(thĕ-sĕz) (sĕz) (ā-sĭst) (sĭs-tm)

c. *all, also, always, although*
(aw) (aw-sō) (aw-z) (aw-th-ō)

d. *something, anything, nothing*
(sŭ-ĭ) (ĕn-ĭ) (nŏ-ĭ)

e. *herself, himself, itself*
(er-s-ĕ) (hĭ-s-ĕ) (ĭt-s-ĕ)

f. *city, cities, citizen, said, come*
(s-t) (s-t-s) (s-t-sn) (s-d) (kŭm)

such-search, teacher, theater, stood
(sŭ-ch) (tē-ch-r) (thē-t-r) (stŏŏ)

therefore, tire, outside, stay
(ther-fō) (tī-r) (ä-o͞ot-sī) (s-tā)

NOTE: At the end of words ē-ĕ-ĭ are written either with upward or downward motion.

NOTE: If it is desired to produce the exact vowel sound, place the following marks be side the curve consonant stroke near the center. The short ŭ does not require a mark.

VOWEL - ā ă ä - ē ĕ ĭ - ī - ō ŏ ô-aw - ū-o͞o ŭ ŏo͞

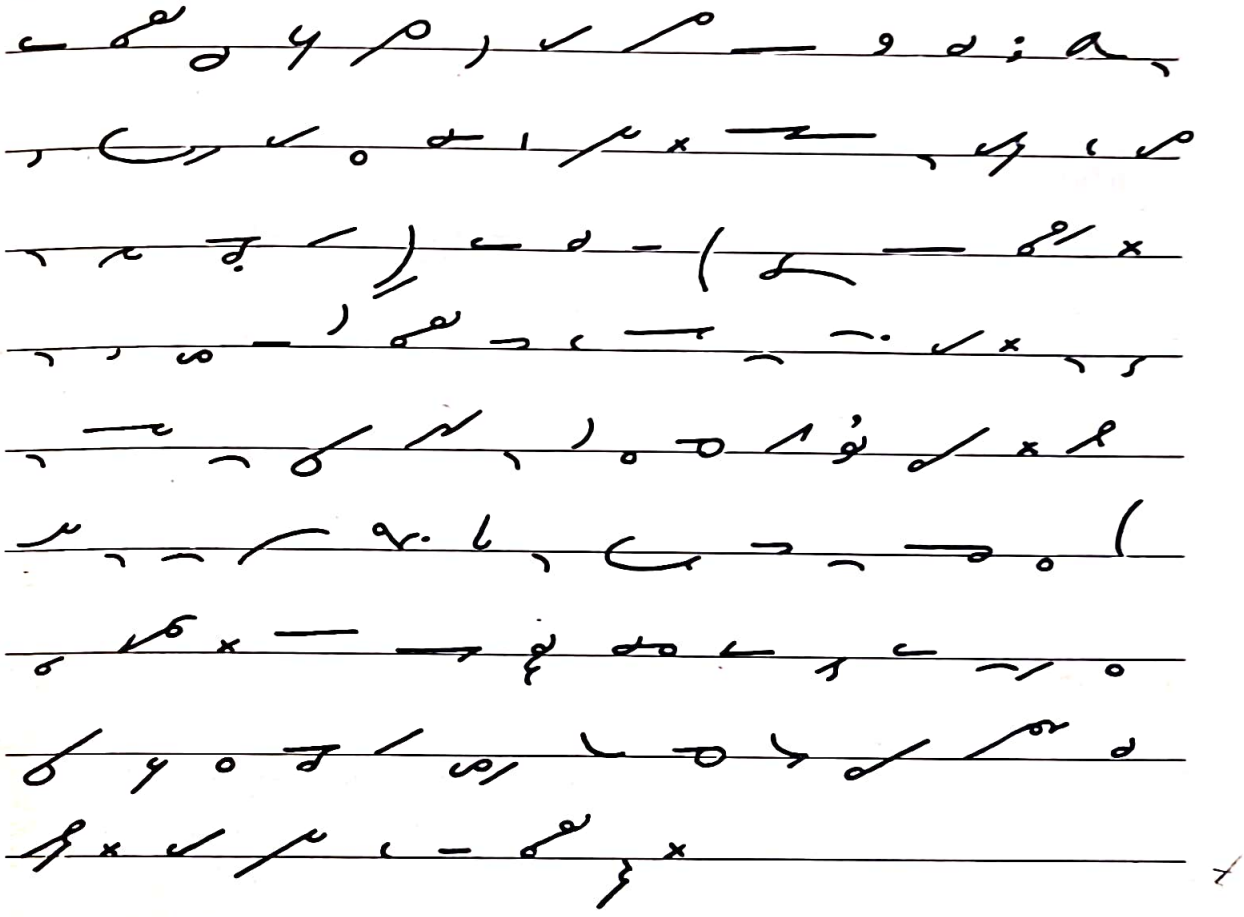
MARKING- - - ¨ ´ ˊ . ˋ ° • ^ v ˇ

EXAMPLES-

pā pă pä - pē pĕ pĭ - pī - pō pŏ paw - po͞o pŭ po͞o

§ 34 Our teacher said nothing would keep her out of this city; therefore, she is coming here to stay with us. Although she herself was hurt she respectfully assisted in giving our city a good system of teaching. She is such a kind teacher, and was always well liked here. She says she also will do anything she can to aid in the city's church. It is possible she will be tired when she comes and will want to go to the theatre. All of the citizens state they themselves are willing to do something to assist in searching for aid for the church outside the city itself. Her husband was a teacher himself.

§ 35



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UNIT 10

§ 36 POSITION for MISCELLANEOUS CHARACTERS.

Vowels may also be omitted after straight lines, circles and the COMMA-s by placing these in position.

OMIT LONG ī BY WRITING ABOVE THE LINE

high, *arrive*, *died*
h(ī) ar(ī) d(ī)/d

decide, *desire*, *size*, *four**
ds(ī) z(ī) s(ī)z

OMIT *a* or *o* BY WRITING ON THE LINE

how, *doubt*, *date***, *those*
h(ä) d(ä) d(ā)t th(ō)z

OMIT *u* or *e* BY WRITING UNDER THE LINE

who, *him*, *done*, *them*, *arrest*
h(o͝o) h(ĭ) d(ŭ)n th(ĕ)m är(ĕ)st

does, *-just*, *-Dec.*, *justice*
d(ŭ)z j(ŭ)s d(ē)s j(ŭ)st-s

whose, *these*, *thus*, *today*
h(o͞o)z th(ē)z th(ŭ)s t(ĕ)d-ā

* The numeral *four* is a special sign written above the line.

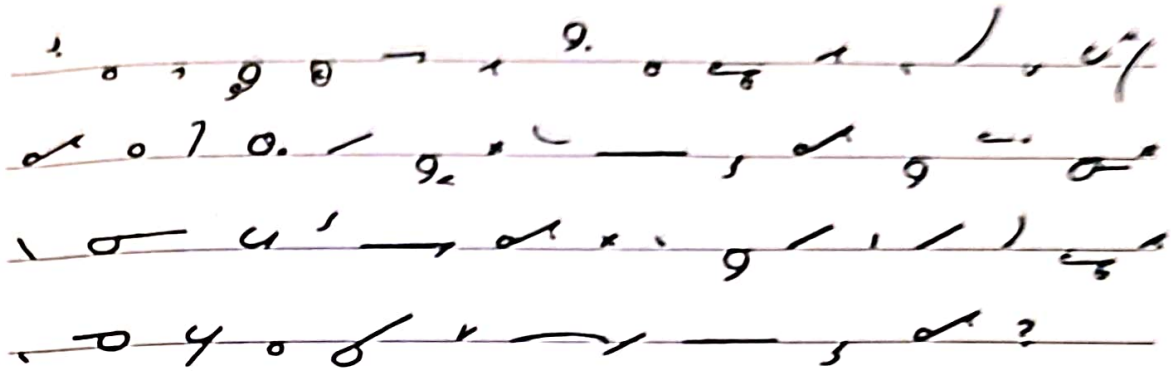
** When writing this sign ☌, always write the *d* before writing the *t*, regardless of which comes first.

§ 37

No doubt this gentleman, who is high in this company and whose son just died today, desired to see justice done and thus decided to arrest those who gave him the no-good checks which were dated in December. Four of these checks just arrived today. I don't know the size of the checks. How does he think he can arrest those who had nothing to do with the making of these checks?

§ 38

§ 38 (CONT'D)

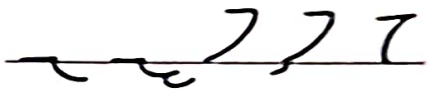


UNIT II

§ 39 **CURVE CONSONANTS and WRITTEN VOWELS.** - Initial vowels are written in the following words:

āble, ăbsence, ăm, ālīke, ăllŏw, āir

ăfter, ăfternōōn, āgāin, āgāinst, āgō



ăct, ăccident, ăsk, work(erk), ēasў*

issue (ĭ-shōō), ēven, hŏnor, ôrder

awful-ôff-ôffice, Aug.,-ôrganize(-ation)

ŏct., shōw, ŭnder-wonder, ŭnderstănd

* Right motion FULL-s at the end of words makes the sounds -cy, -sy, or -zy.

§ 40 **INITIAL Y** is a combination of vowels, as ē-ŏ-t yacht.

yard, year-yes, yesterday, yet
(ē-ärd) (ē-ĕ) (ē-ĕst) (ē-ĕt)

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§ 41 **ENDINGS -Y and -LY** are written as e ~ or e l .

ärmў, earlў, already, ōnlў, cārrў
(awr-ē)

§ 42 **DIPHTHONGS.** When two vowels follow curve consonants, write the second vowel.

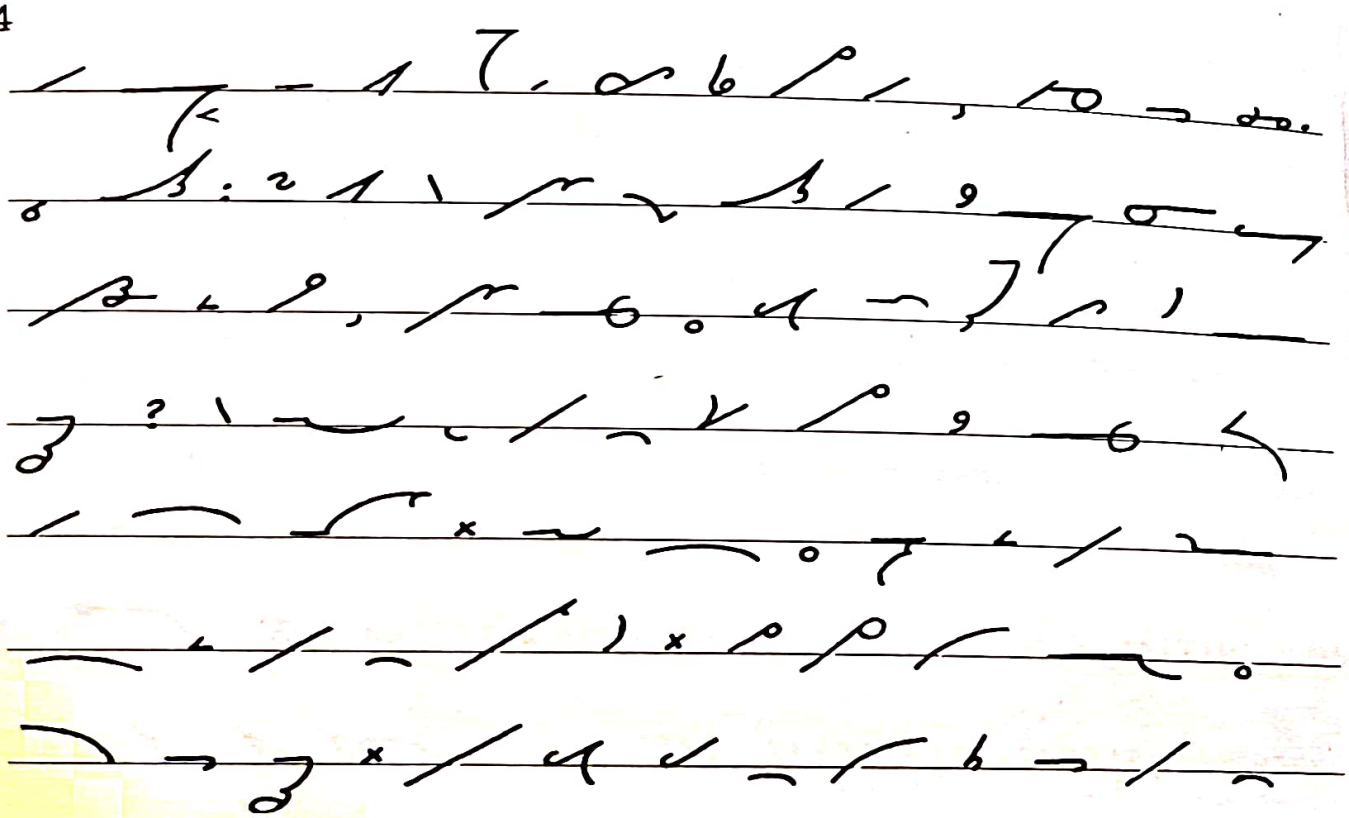
boy, (baw-ē) *found*, (fä-o͞o) *few*, (fē-o͞o) *use** (ē-o͞o-z)

* When a word begins with the sound ē-o͞o lengthen the *u*.

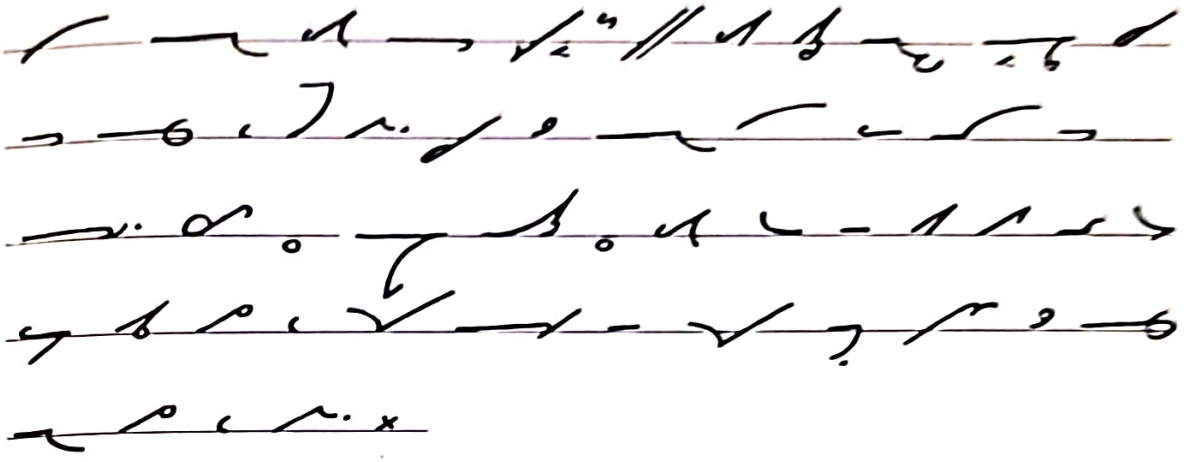
§ 43 In August, a year ago, the general went out in his yard and stated to the boys: "Yes, I wonder if the boys in this organization don't already understand that each is under order to work alike against any kind of accident? I am sure you will carry out this order even in my absence. Allow me to ask that you show me that you will use care. It would be awful to have an accident. Your work here will be easy and you will be off work on Sunday."

Early yesterday afternoon, October three, an order was again issued through this office by our able and honored general to organize the boys to work for a year in the air for the army, yet it was found only a few acted under this order after it was issued.

§ 44



§ 44 (CONT'D)



UNIT 12

§ 45 T, D, Ch, J, S, N, Th and Ther ADDED TO CURVE CONSONANTS.

băd, bĕd, bōat-bôught, pāid, pāge

păss, pīēce, pōst, rīde, wrīte-rīght

rāin-răn, rāce-rāise, rāte, rēach arrānge

rēad-rĕd, rĕadў, rēason, rĕst, răther

măn, mănner, mēan-mĕn, mĕant-mĭnute

mĭss, mĕet, mŭch, mŭst, līne

līght, allĕge, lādў, lāte, lēad-lĕd

lĕdge, lĕss, lĕsson, lēast, lĕt, lôss

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§ 45 (CONT'D)

lôst, lŏt, nīne, nīce, nīght, nōon

nŏt, vōte, fīne,* fīght, fāce,* fäther-färther

fēet, fo͝ot, shĕd, shŭt, gue͝ss, gue͝st

gĕt, Gŏd, gône, gōes, gŏt, cătch

cāse, căst, cause, côst, co͝uld, cŭt (kôs)

sēen-scēne, sĭnce, sĕnt-cĕnt, sĭxth

§ 46 Miss Page and her guest decided to have a nice boat ride to the mine which she bought and paid for last week. She arranged to meet her father at noon at the foot of the ledge. When they arrived on the scene ready to cast off they got caught in the rain. Late that day they ran into bad weather which caused them to get lost at sea. This meant they must fight or face God in death. Miss Page got a red light and raised it on a post where it could be seen by her father. I guess they had been gone at least seven hours when they saw land again; and then made a run for it. They reached the coast and found it was only a few feet to the pass which led to the mine. They reached the shed at nine that night. Miss Page shut the door and suggested that since it was getting late they ought not lose a minute in going to bed for a fine rest; but the other lady said she would rather write a line or catch up in her lessons. She wrote and sent the following to a well-known man, reading in this manner:

"It would not cost a cent to vote to cut the rate on racing further. By reason of this it might mean much to the city and no loss to us in case we put the right men in charge to lead. This would let us pay a lot less and give us some peace of mind."

§ 47

* The *f* may be turned left motion when followed by *n* or *s*.

§ 47 (CONT'D)

UNIT 13

§ 48 VOCABULARY.

bōard-abōard, bôrn, bĕst, pärt

păst, rēceive-rēcent, mōst, lănd *

lăst, lĕngth, lĭst, fōurth, lĕtter

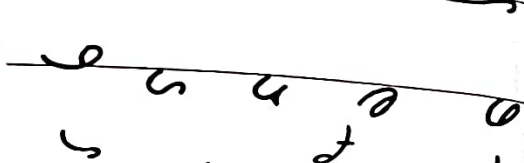
fŭrther, nĕcessary, cōurt

behĭnd, because, môrnĭng, fôrward

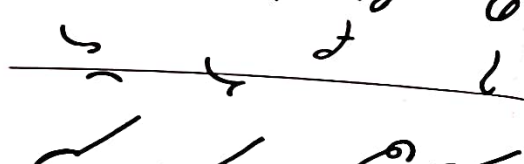
about, round, lose, among
(bät) (rŏn) (lo͞oz) (mŭn)

money, month, mother, Monday
(mŭnĭ) (mŭth) (mŭther) (mŭn)

old,** none, news, neither, another
(lōd) (nŭn) (no͞oz) (nēther) (nŭther)



fĭnallў, first, quite, cănnot
(fŭs) (kwĭt)



pound, amount, mountain, power
(pä-o͞o) (mä-o͞o) (mä-o͞o-tn) (pä-o͞or)

drown, point-appoint, disappoint
(drä-o͞o) (paw-ē) (s/paw-ē)

royal, destroy, cordially
(raw-ē) (strä) (kawj-lĭ)

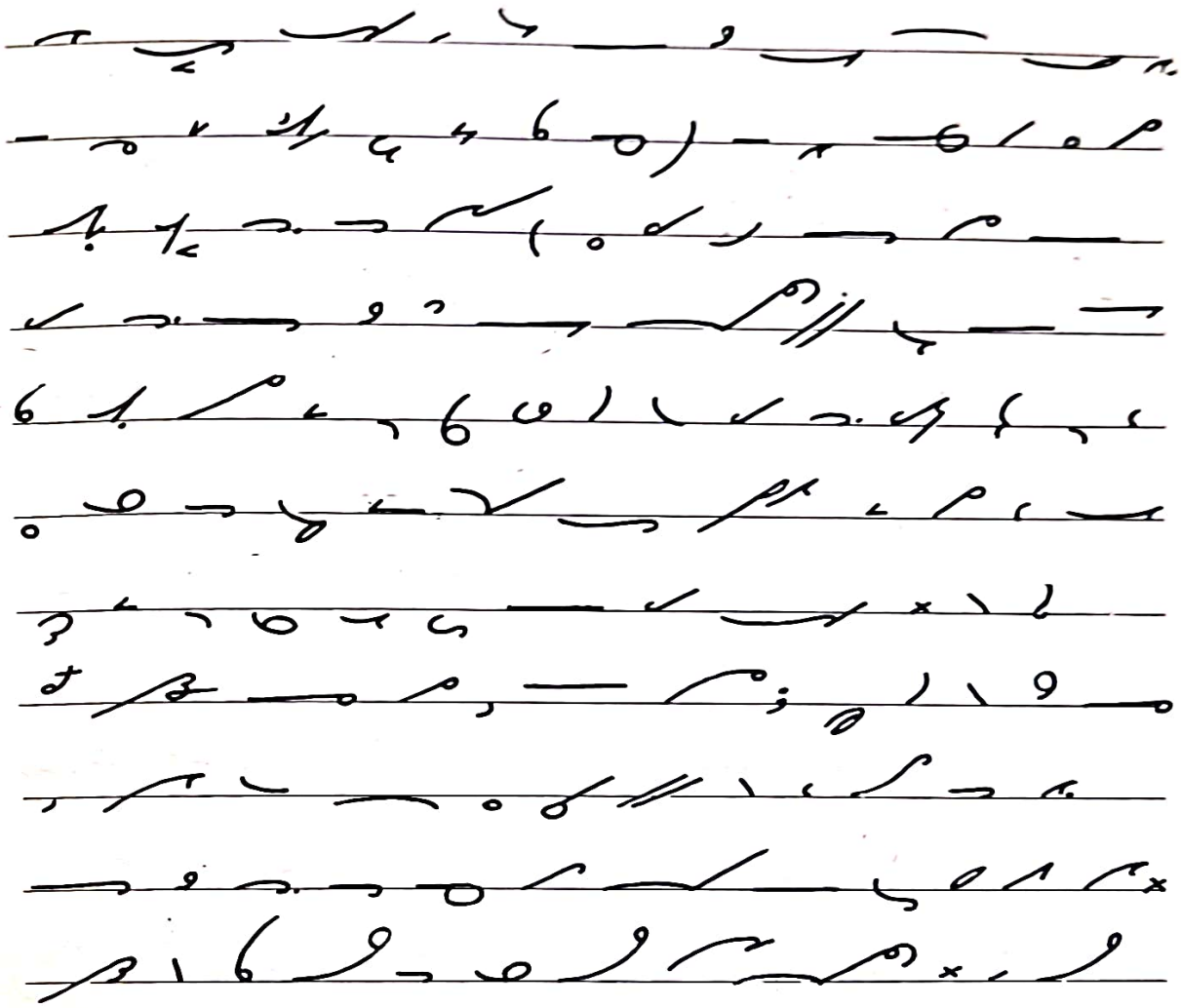
* The *d* sound following the *n-hook* is indicated by a dot.
** A word-sign.

§ 49 Last Monday morning, the fourth of this month, my mother received a letter with the disappointing news that the court had given a decree under which it appointed the Royal Land and Power Company to claim by an part of her land on this side of the mountain.

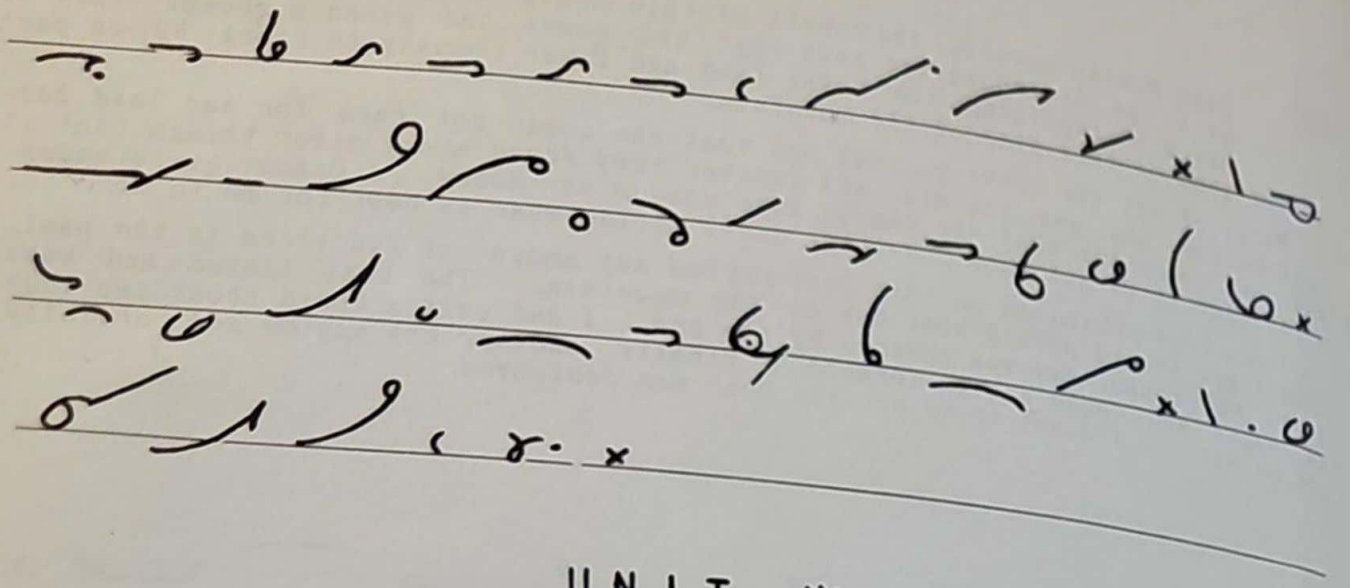
First of all the court pointed out that she could not care for her land herself because she was too old, and further they found among other things that it was most necessary that she should lose some of her money. I cannot quite understand what it is all about; neither can I decide what is best for me to do.

I was born and raised on this land and had any amount of fun there in the year. Once I got aboard an old boat behind the mountain. The boat turned and went round and round, and was pounded by the sea. I had only a board about ten feet in length and could not go forward. Finally, another boy saw me and cordially got me out. I did not drown but the boat was destroyed.

§ 50



§ 50 (CONT'D)



UNIT 14

§ 51 VOCABULARY.

bănd, bĕtter, bŏdy, *busy* (bĭsĭ)

pärtў, măttеr*, māterial, mădăm

many (mĕn-ĭ), ōmĭt, māyôr

lĭttle, ăthlĕtic, ālōne, fēature*

dōor, daughter, rōad, cĕnter

ôften, chiēf, sĕnate, sĭster

fĭnish, fĭnal, tōtal, ănnual

rēturn, wrĭtten, chĭldren, ĕffôrt

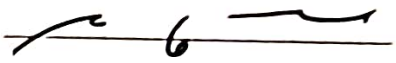
around, ăvenue, ăccôrdĭng, ăccŏunt (ă-răn)

* -ter, -tor, -ture at the end of words are written ⌐ or ⌐; -tual, -tal

§ 51 (CONT'D)

adŏpt*, ēvening, ĕvidence, earliest

business (bĭ-S), coŭntry, almost (awmōs)



ōpĕn-ōpĭnion, vĭctim, mājority, tĕstimony

visit, visitor, newspaper, dozen
(vĭsut) (vĭsutr) (nōōz-p) (dŭzn)

* After *p* and *k* the *t* is omitted.

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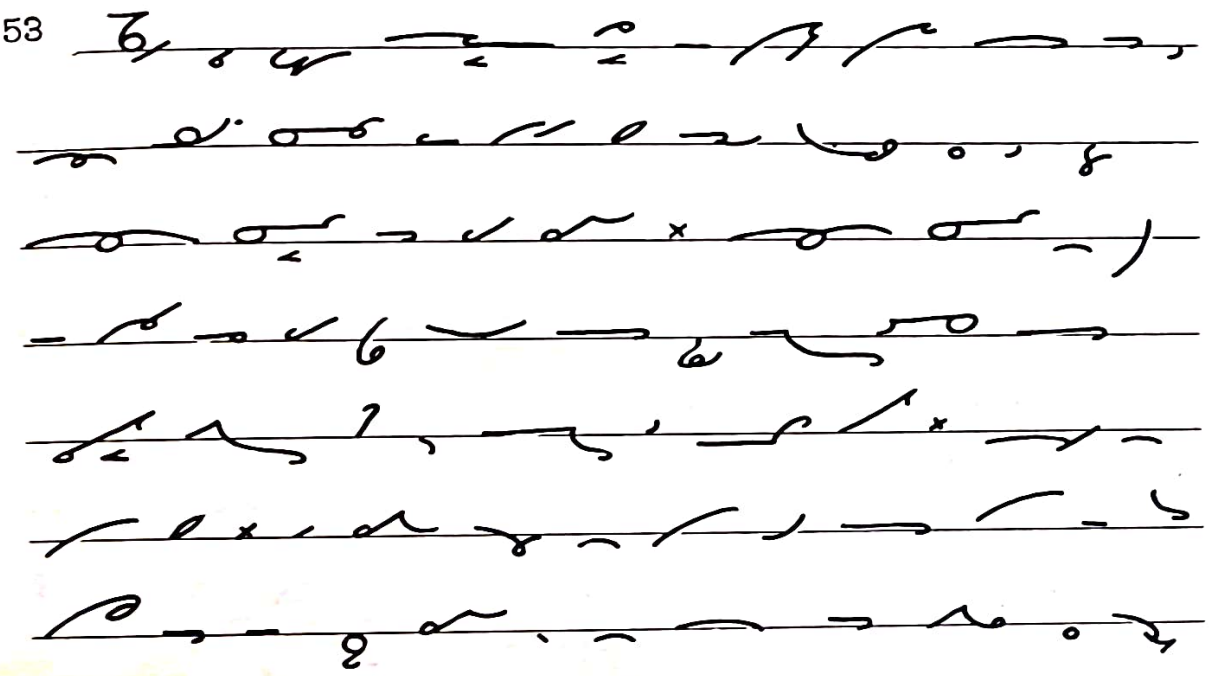
§ 52 According to the newspaper Mayor Wright, a busy business man, and his little adopted daughter, are paying their annual visit to his sister, Madam Door, and her children. Madam Door will give a party at her country home on Center Avenue Road on Tuesday evening, where she often has open house. Many will be there. The chief feature will be put on by a fine band and a dozen children who will make an effort to finish the finals in their athletic work.

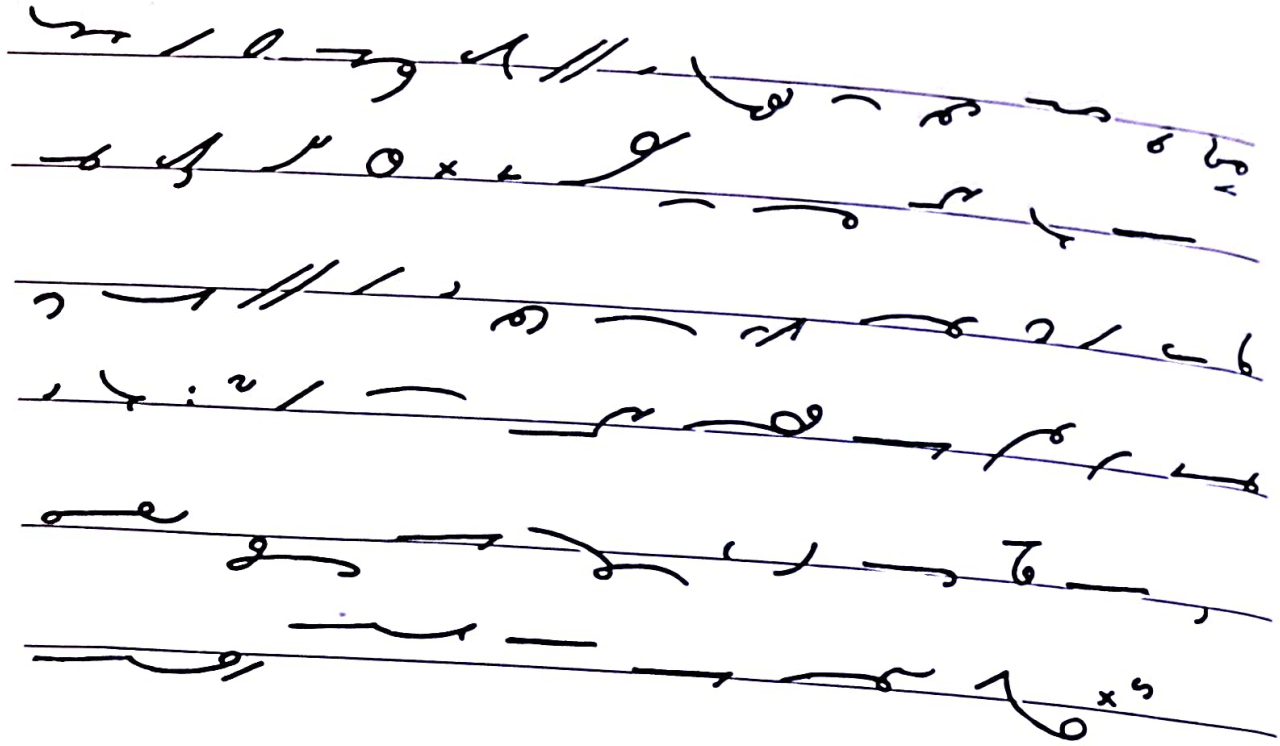
The visitor will return alone to the Senate at the earliest possible date. That body will meet around the first of next month.

He has written me regarding the matter now in our court, as follows: "In my opinion the majority of the better people thought the total testimony of the victim was poor, on account of his omitting almost all of the material evidence."

§ 53



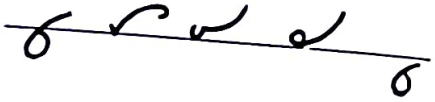
§ 53 (CONT'D)



UNIT 15

§ 54 **T, D, Th, H and FULL-S,** AT THE BEGINNING OF CURVE CONSONANTS. When these small consonants are joined at the beginning of curve consonants, the unwritten vowel is understood to be in between them and the curve consonant. The position and the motion of the curve consonant determines which vowel is understood.

dēep, hăppen, sōap, tŏp, dēar*



drĕss, ăddrĕss, härd, heärt, sāme

sēem, *whom* (hōōm), *human* (hōōmn), sŭmmon

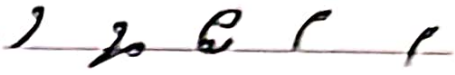
tīme, ăttĕmpt, dēal, dŏllär**

hĕld, whōle, hōld, hĕlp, sāil, tĕll

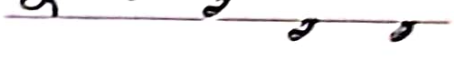
tĕn, tĕnth, vĕssel, hălf, sôft, sĭck

* 6 is sounded *der-* or *dr-* at the beginning of words.
** This character is used when the word *dollar* is spelled out.

§ 54 (CONT'D)

tāke, tĭckĕt, dŏctor talk(tawk), tŏok 

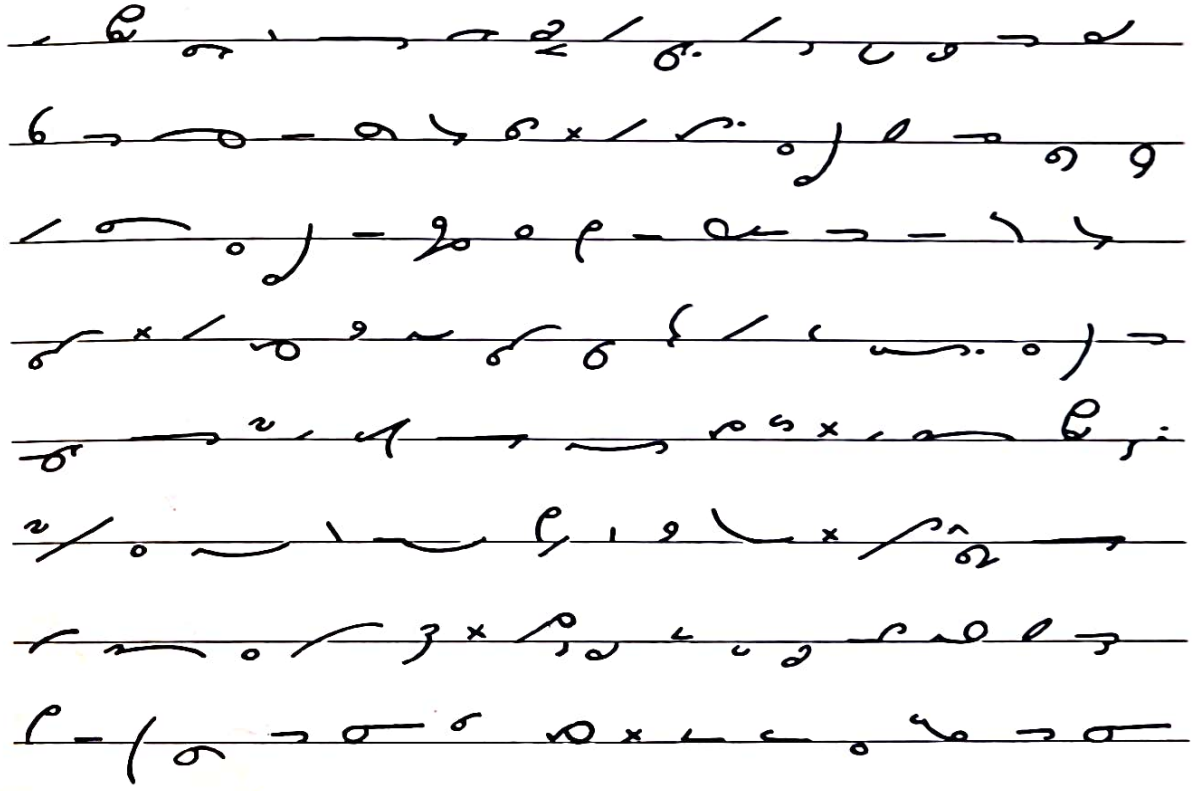
dăsh, sIght, Săt., sĕt-sĭt, sūit

trȳ*, trāin, trēe, trĭp, trūe 

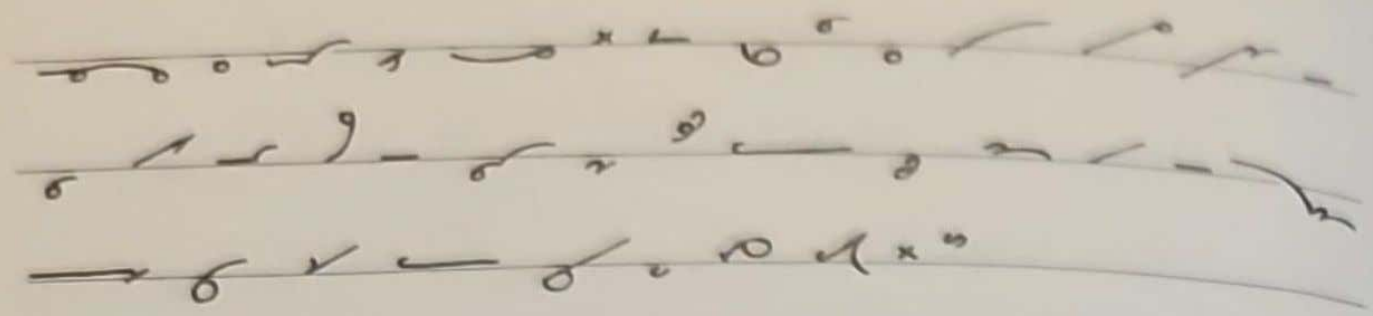
* ⟨tr⟩ is sounded *tr-* at the beginning of words.

§ 55 The doctor tells how on last Saturday he dressed in his new suit and top coat and made a dash for the train. He happened to get there at ten, just in time to get a ticket, which took a dollar and a half for the trip. He held this whole trip dear because he was summoned to give an address on "The Work of the Human Heart". The same doctor says: "You to whom I am talking think this over. One-tenth of the people seem to be sick. It is true that some sit around, hold their hands, talk a good deal, and don't try hard. They are too soft and don't attempt to help themselves much. They should try to be out under a tree in the air, take a trip, see the sights, or set sail in a vessel on the deep sea, or do some hard work."

§ 56



§ 56 (CONT'D)



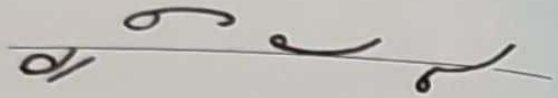
UNIT 16

§ 57 **VOCABULARY.**

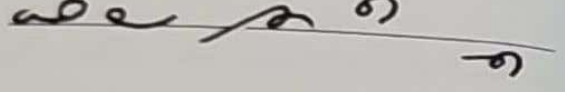
sŭbject, hăppy, Sĕpt.-accĕpt-ance

sŭppose, sŭpport, certain, sŭmmer

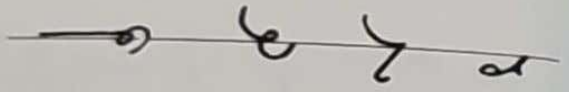
dūrĭng, dĭamond, tomŏrrow, troŭble



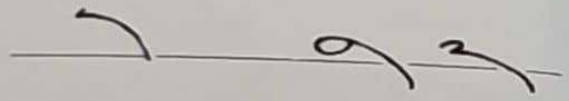
sōld, tōld, ŭntil, tonĭght, ăttend



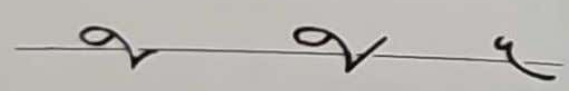
ŏbtāin, fôrtune, fôrĕign, trŭst



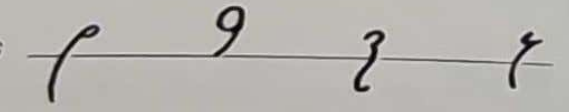
however(hăv), dĕvelop, sĕveral



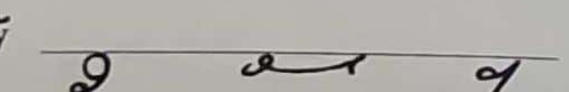
dĭfference-t, dĭfficultў, sŭffer



together(tŭg), därk, sĕcond, sŭccess



dĭstinguish, sometimes(sŭtms), trūlў

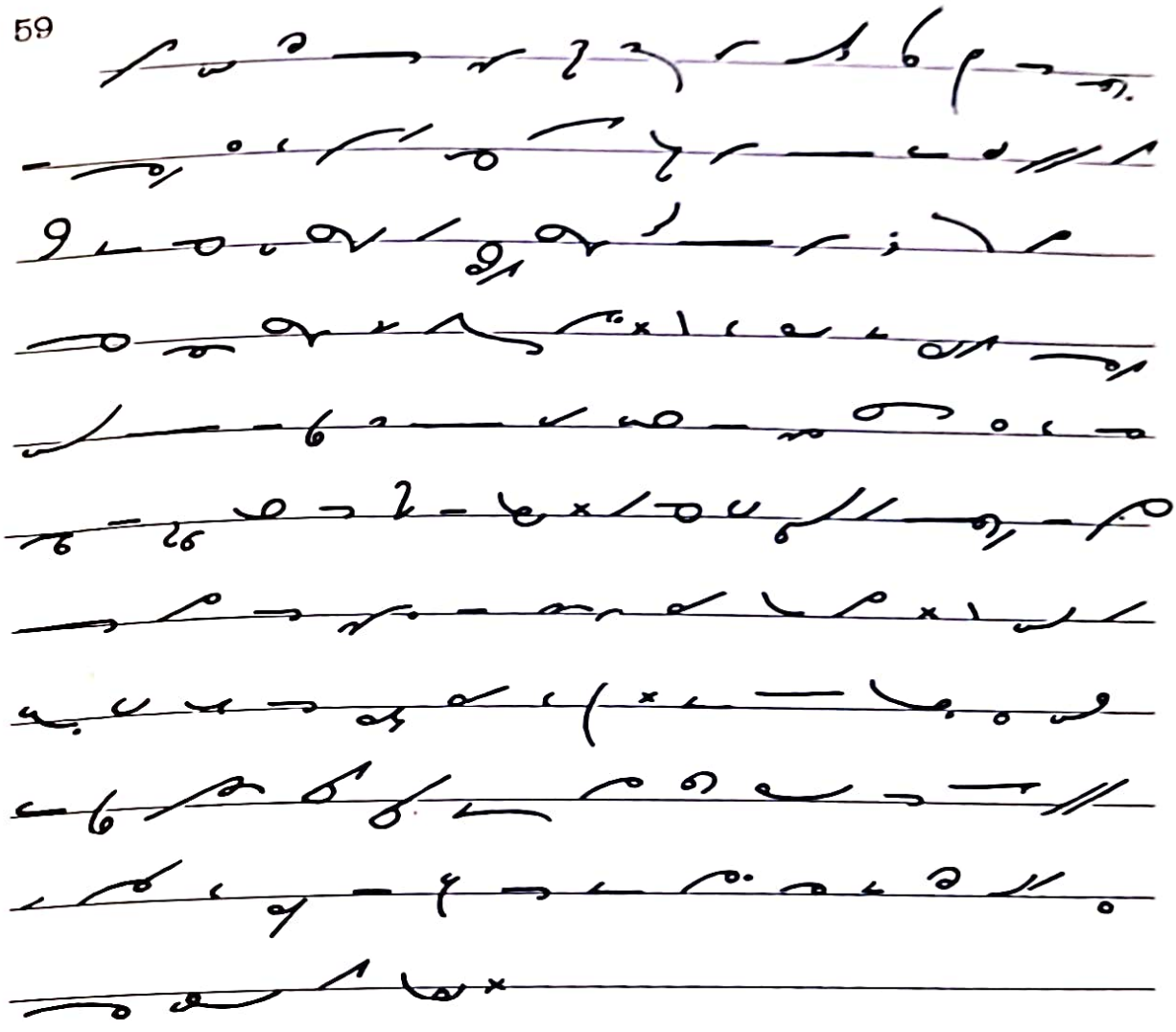


sălarў, cĕnturў,

§ 58 One summer night on September second several happy boys and girls attended a meeting which was being held by the foreign people of the town. In the dark they had some difficulty in distinguishing the different kinds of people; however, it made little difference as the evening progressed. I was told that during the meeting the subject of a country south of here sold a rare old diamond which was at least a century old and worth a fortune. He had no trouble in obtaining a bid on it and accepted a salary check for it. I suppose he suffered no loss and trust the check was good. They all voted to support our country until death do them part, tonight, tomorrow and always.

The party was truly a success and they parted late that night hoping to meet sometime in the future.

§ 59



UNIT 17

§ 60 **PREFIXES** are written in any position, allowing the next syllable to be in its correct position to indicate its unwritten vowel.

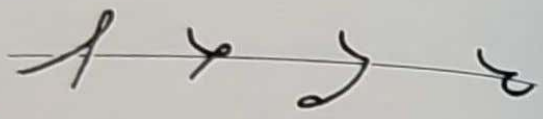
The prefixes *be- de- di- for- fore-* are expressed by the letters *b d d f f*

debāte, delāy, divīde, defēat

begăn, begĭn, begĭnnĭng, begŭn

befôre, become (b-kŭm), besīde

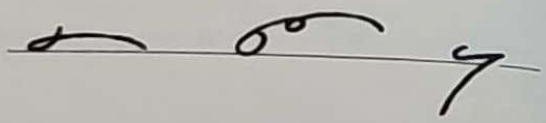
betwēen, fôrty, fôrgĕt, fôrenōōn



§ 61 **SUFFIXES** are added regardless of their position. The endings *-able -ple -ify -full -fore -ment -less -ness* are expressed by *b p f f f m l n* (either motion -- see § 112).

tāble, beaūtiful, wonderful (ŭnr-f)

stātement, depärtment, ärgŭment



arrāngement, government, jŭdgment (gŭ-m)

§ 62 Dear Daughter: I received your letter yesterday and between 6 and 7 this forenoon I began this letter before I started to my office.

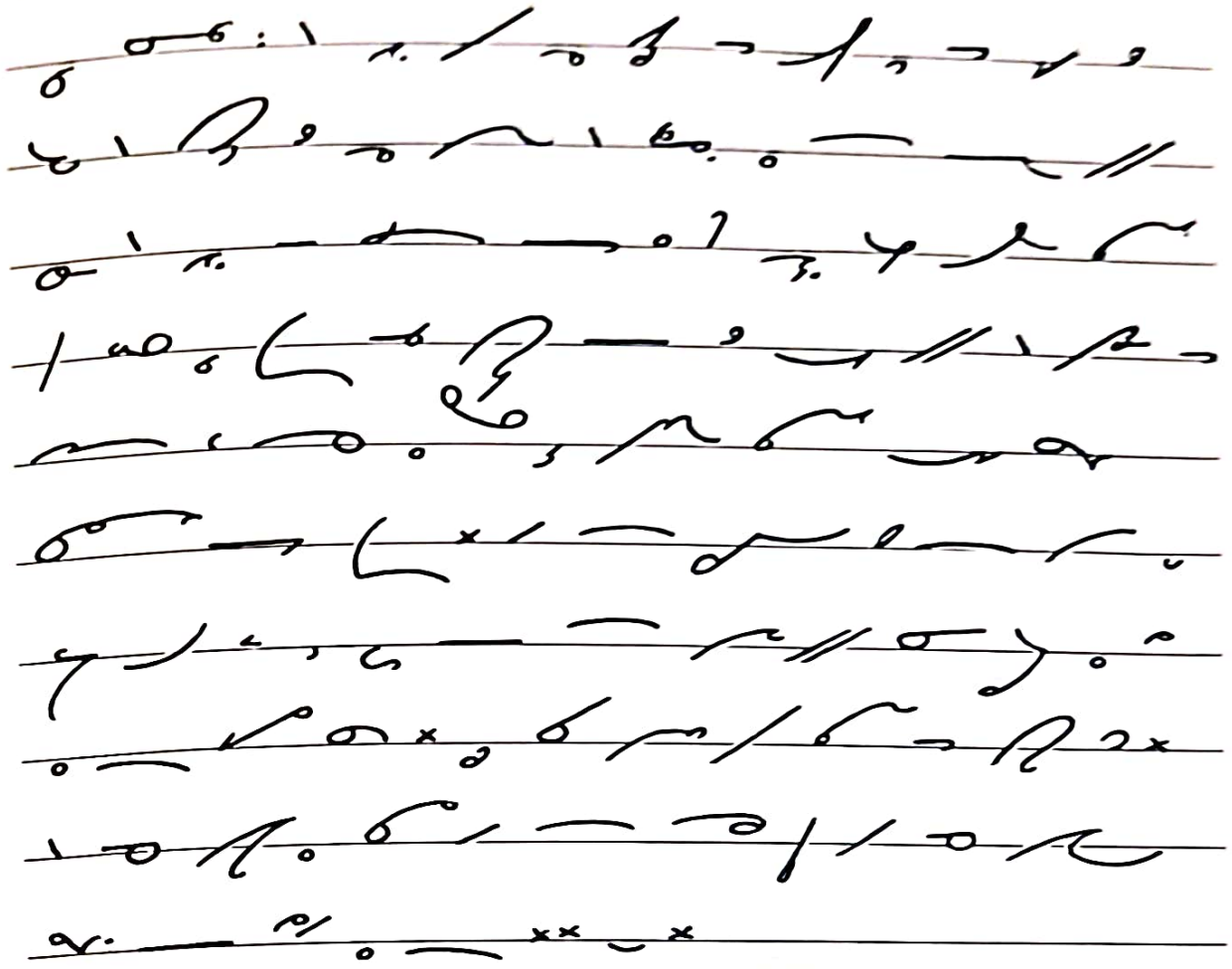
Today I received a statement on which were listed the forty beautiful tables we sold to the government at the beginning of this month.

I understand an arrangement was made to divide these wonderful tables among the different departments of the government. In my judgment there may be some argument, but that is none of my business.

Don't forget to write to me without delay. Sit down beside your table and begin now. I had begun to debate in my mind whether you had become tired of writing to me.

Love,

§ 83



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UNIT 18

§ 64 R-HOOK on CURVE CONSONANTS. The *r-hook* is placed on the inside of the curve at the beginning with a natural swing to indicate that the letter *r* follows the curve consonant and precedes a vowel.

brī bra bre bro bru

frī fra fre fro fru

grī gra gre

prī pra pre pro pru

shrī shra shre shor shroo

krī kra kre

brĭdge, brĭng, brōke, brôught, *brother* (brŭ)

prĭvate, prīce, prĕsent, prĭncipal, prĭnt

perhăps, prĕfer, prĕpare, prĕss, prĭson

prômpt, prŏgress, *prove* (proo), *April* (ā-prŭ), prōceed

prŏbably, prŏper, prŏperty, prŏmise

prōvīde, prăctical, prĕsident, prĕttў

Frĭday, afrāid, frēe, friĕnd, frŏm

front (frŭ), shôrt, grănd, grănt, greāt

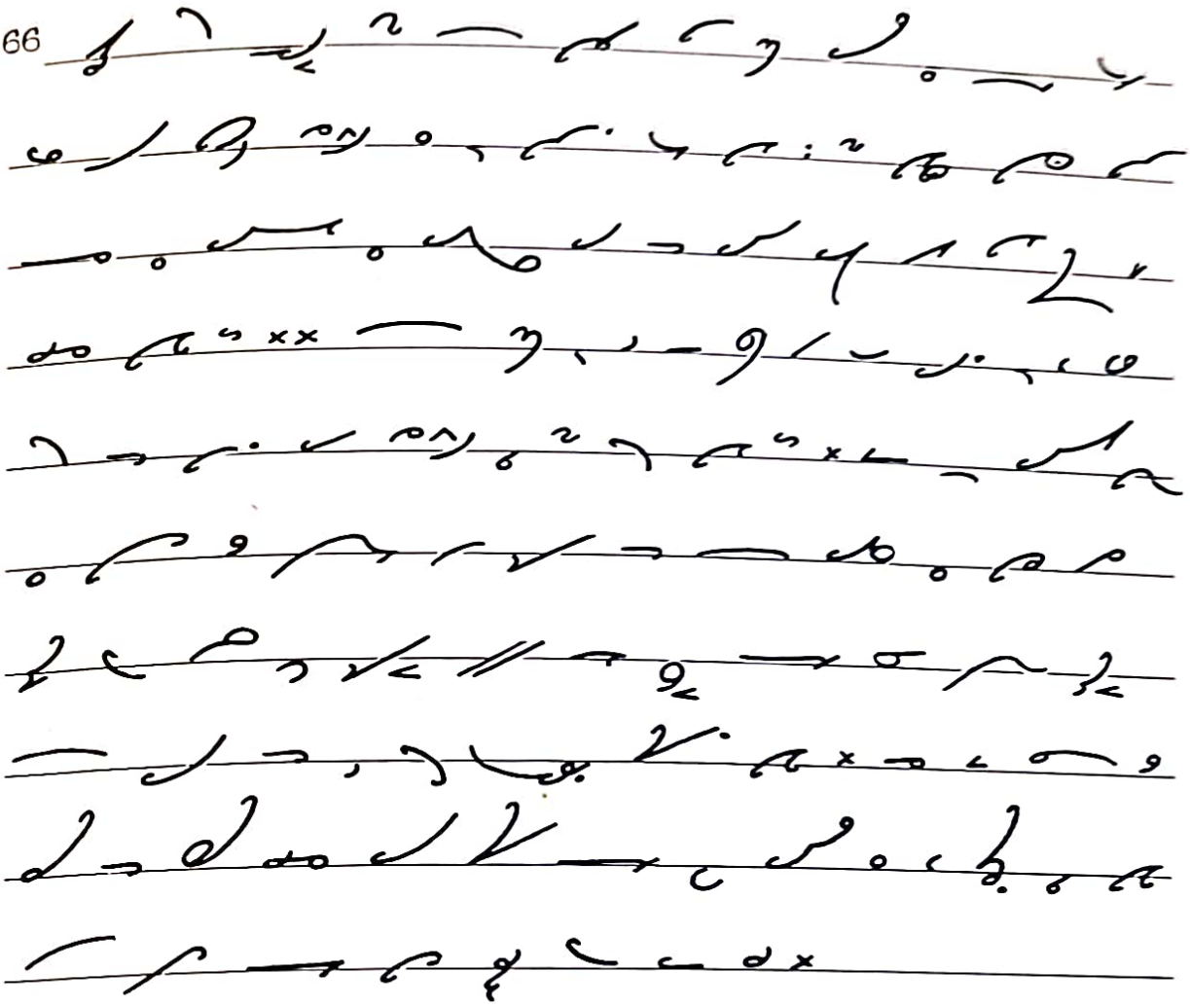
agrēement, degrēe, *ground* (grä-oo)

across (kräs), Chrĭstmas, secrĕtary, *crowd* (krä-oo)

§ 65 Yesterday, Friday, April 9, my pretty, private secretary brought to me the following short but practical write-up which she prepared for the press. "President Bridge, perhaps, ought to promise to provide prompt and proper progress in the price agreement with the State Prison."

My secretary, who has a degree in law, proved she was not afraid and presented her write-up to the "Free Press". They will probably prefer to bring this before the people soon and may proceed to print it across the front page next Friday.

Last December, on the day before Christmas, my brother and his friend visited the crowded prison. At that time this great and grand state broke ground on the new property which was granted to the prison by one of the principal citizens from our city.

§ 66 

NOTE: The dictator often hesitates after a sentence. The stenographer writes a period ✕. Then the dictator says "paragraph". In this case the stenographer writes a second *x* ✕✕ instead of the two parallel lines // .

NOTE: The letter *j* may be written as a *d*, provided a dot in placed in the circle. The ending *-age* is also written as *d* with the dot.

UNIT 19

§ 67 **R-HOOK on CURVE CONSONANTS.** The *r-hook* is placed on the outside of the curve with a reverse swing to indicate that a vowel follows the curve consonant and precedes the letter *r*.

bīr	pīr	vīr	fīr
bar	par	var	far
ber-bur	per-pur	ver	fer-fur

līr	shīr	gīr	kīr
lar	shar	gar	kar
ler-lur	sher	ger	ker-kur

bear, burn, pāir, pärticular, āppēar

pēriod, purpose, pāper, person-al

lärge, learn, circular, vārious, rĭver

very-every, everything, fīre, fāir,

āffāir, ôffer, assure, measure
(ă-sher) (mĕ-sher)

treasure, girl, figure, perfect*
(trĕ-sher) (ger) (fĭ-ger) (pĕf)

cär, cärd, secure, course (ker)*
(se-ker)

* Special forms.

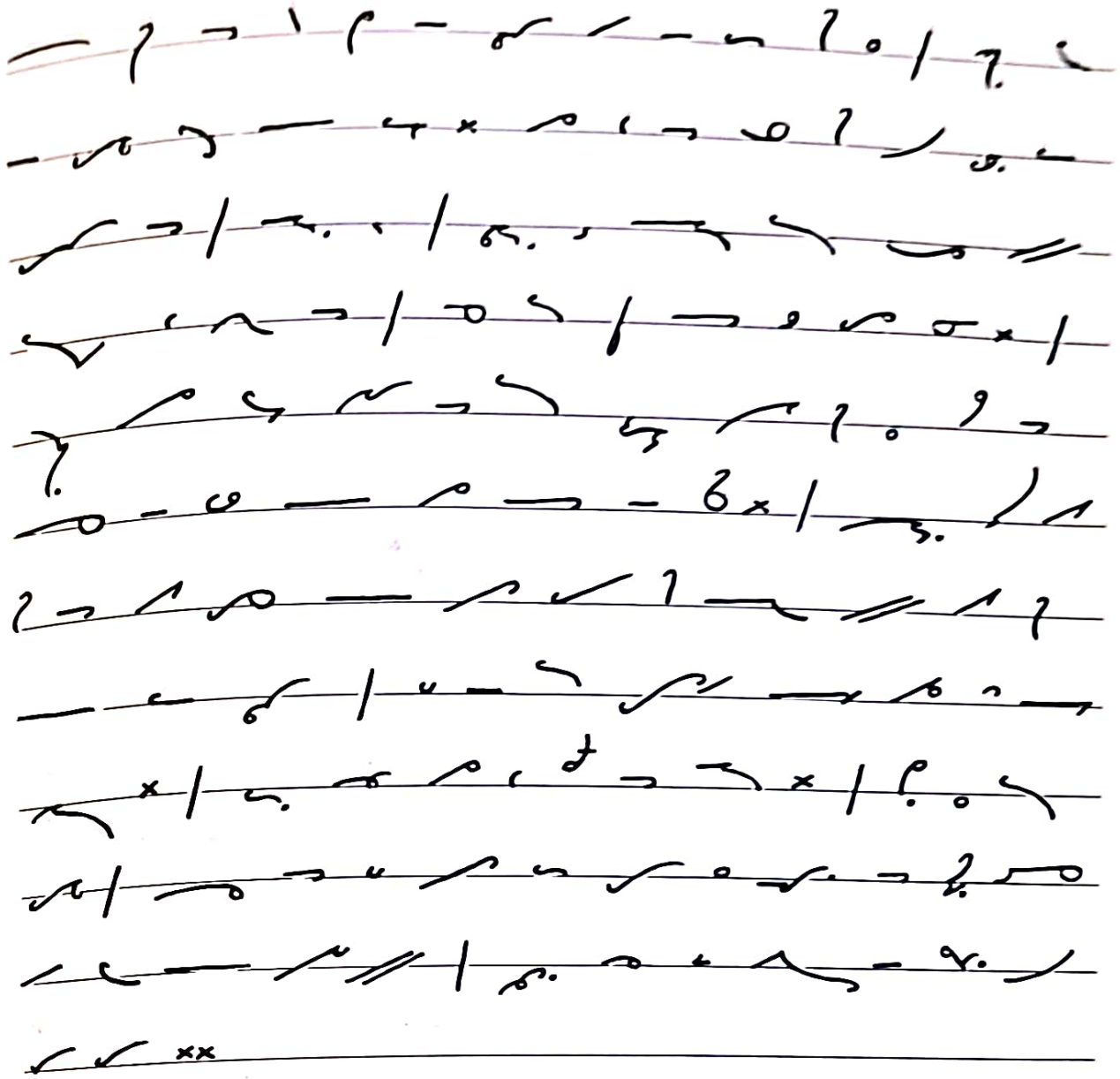
§ 68 My girl and I took a trip in a large car which we secured from a personal friend of ours. It was an old car but suited our purpose and we assured him we treasured his offer very much.

Everything was perfect and we had fair weather on this particular day. We figured out from the paper and various circulars the best course to take and made a note of it on a card. We measured the gas in the car and in the period of one hour were off.

In the course of our trip we saw a fire burning on the east side of the river. We learned later it was quite an affair. We talked to every person we met and saw one large bear which appeared and crossed the road in front of us.

We returned late that evening, a tired but happy pair.

§ 69



UNIT 20

§ 70 **R-HOOK on S.** The *r-hook* on *s* produces the sounds *ser, sir, cer,* and *sur.* It is written either right or left motion.

sir-serve, sērĭous, ănswer, *service* (ser-S)

circumstance, sĭncērelў, sŏrrў

§ 71 **R-HOOK on L.** Since there is no syllable beginning with *lr,* the *r-hook* will be written inside the curve with a natural swing for the syllables *rel, ral,* and *ril.* These syllables are written with left motion only (counterclockwise).

rēal, rēallў, rēlief

rĕlative, rĕlēase, rāilrōad

§ 72 **R-HOOK on M.** Since there is no sound *mr-,* the natural-swing *r-hook* on the *m* will be used for the syllables *mir, mar, mer, mor* and *mur.*

mārriage, märch,* mēre-*Mr.* (mer)

Mrs.(mers), *primary,* mōre (prī-mur)

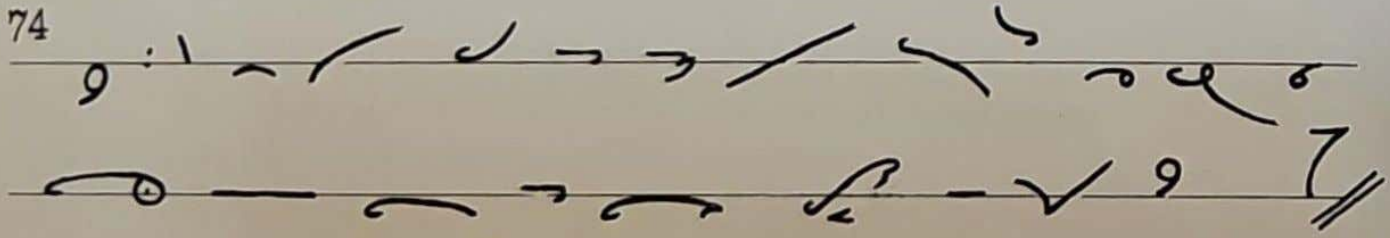
§ 73 Dear Sir: I will be prompt and answer your very fine letter relative to the marriage of Mr. and Mrs. Burns, a few days ago.

I am really sorry they found our railroad service so poor. Our primary and real reason for being in business is to serve our friends and not merely to carry them from one point to another and charge them a price.

Under the present circumstances this is a very serious affair and we must offer Mr. and Mrs. Burns proper relief, and I suggest you tell the person in charge of that car to be more particular from now on.

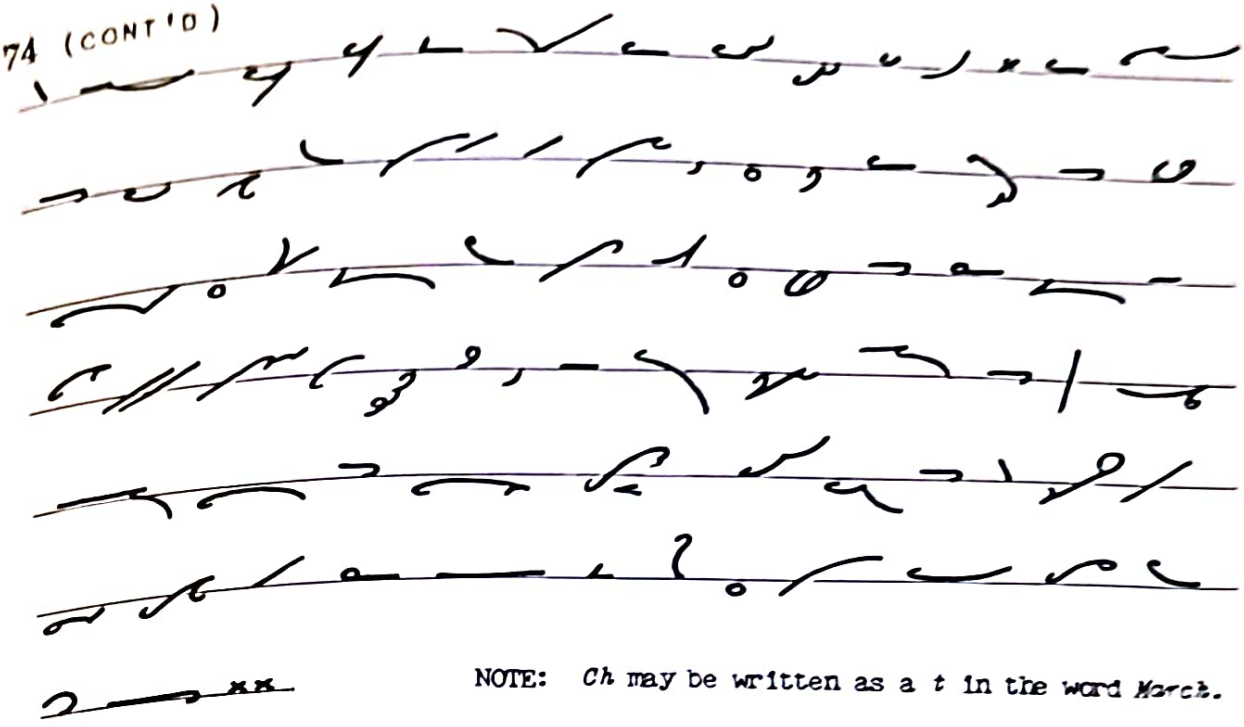
Sincerely,

§ 74



* In a few words *ch* may be written as a *t.*

§ 74 (CONT'D)



NOTE: *Ch* may be written as a *t* in the word *March*.

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UNIT 21

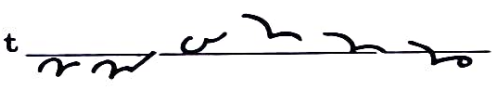
§ 75 **JOINING TWO SINGLE CURVE CONSONANTS.** When the first syllable of a word, or a single-syllable word, is composed of two curve consonants with a vowel between; place the first consonant in position and motion to indicate the unwritten vowel which follows it, then attach the next curve consonant in the easiest manner.

běg-bĭg, băck, bĭl*l*, bu͡ĭld, bu͡ĭlt

ball, *push*, becāme, răpid, wrĕck
(bawl) (pŏŏsh)

rōōm, līf*e*, lĕft, lēa*v*e-lĭ*v*e, lāke

lo͡ŏk, ärt*ic*l*e*,* cŏpy, lōca*l*, nāvў

nēar, nēar*l*ў, nôr, fīl*e*, fā*i*l, fĕlt 

*) detached is *-icle*.

§ 75 (CONT'D)

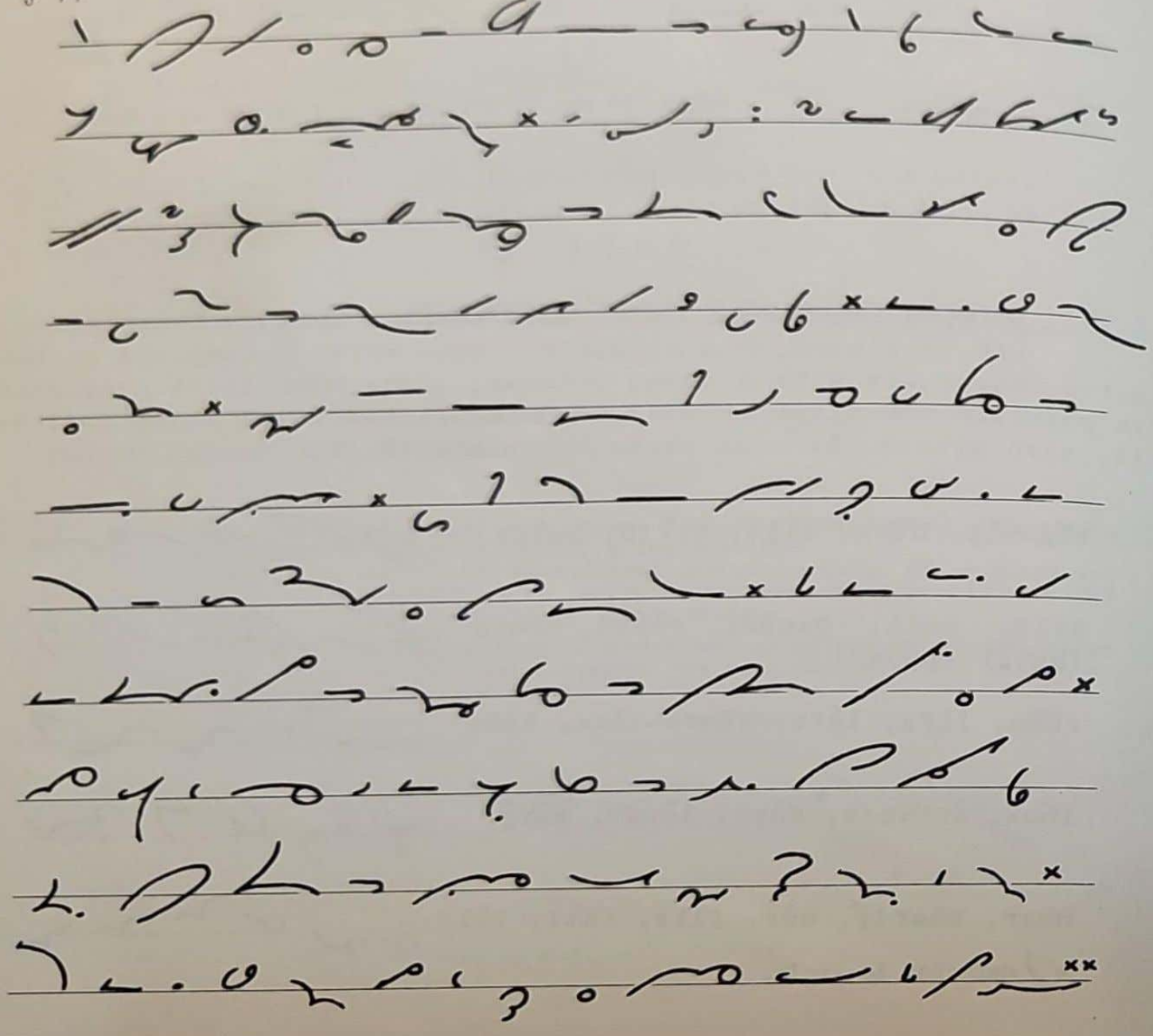
fēel-fĕll-fĭll, fīēld, fĭfth, fōlk, gāme

gōld, cāme, cămp, kĭll, cōld, cŏlonīēs

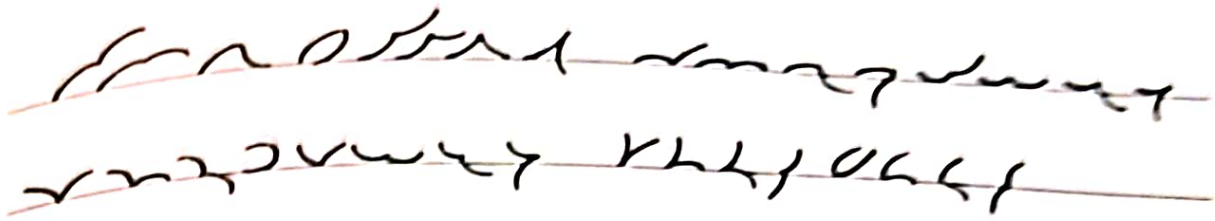
§ 76 I beg you to read a copy of an article I cut from our local newspaper dated March the 5th. The subject is: "Our Early Colonies".

"These folk left their fields and came from over seas to begin a new life and live in peace in this new country. They did not leave to fail. Nearly all of them were poor, had no gold, and owed no bills. None were afraid of being wrecked, nor did they have a large navy to bring them over. When they arrived here, they camped out and felt the cold and became used to it. Rapid progress was made as they looked forward and pushed back into the country, killed big game, and built homes near the lakes filled with fish. However, they did not feel it was necessary to build more than one room.

§ 77

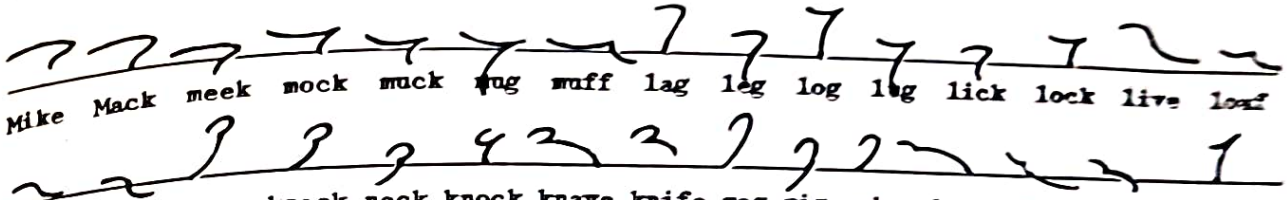


§ 78 PRACTICE In JOINING CURVE CONSONANTS.

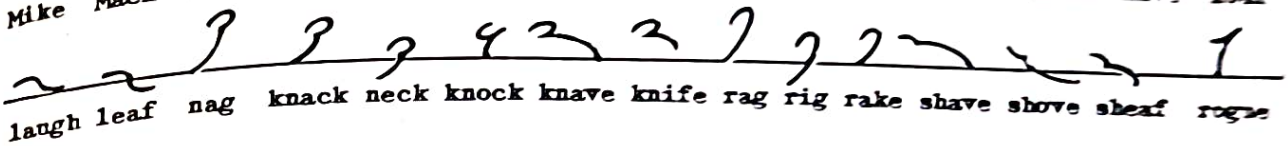


UNIT 22

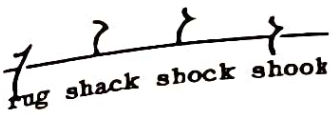
§ 79 POSITION of *m-l-n-r* and *sh* when FOLLOWED by *g-k-f-v*.



Mike Mack meek mock muck mug muff lag leg log lug lick lock live loaf



laugh leaf nag knack neck knock knave knife rag rig rake shave shove sheaf rogue



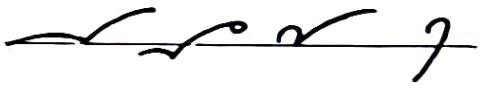
rug shack shock shook

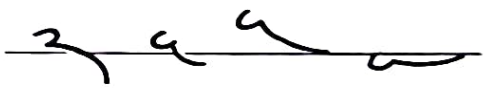
§ 80 VOCABULARY.

above (bŭv), pĭc*ture*, prēli*minary*

pŭb*lish*-pŭb*lic*, rĕp*resent*, rĕfer-*ence*

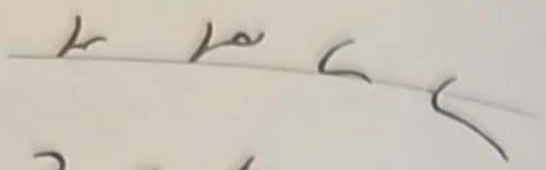
refuse, *machine* (mā-shn), ŏccŭpȳ (rĕf-S)

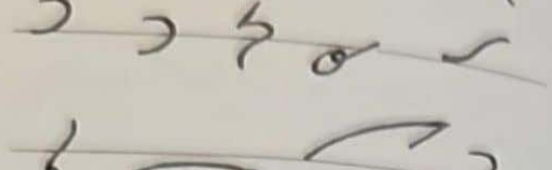
māybe, lĭberty, *neighbor* (nāb), rĕgular 

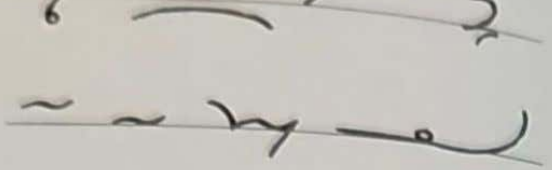
nĕver, *enough* (nŭf), Nōv., nŭm*ber* * 

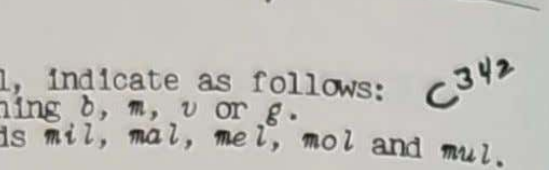
firm, Fĕb., fā*mous*, fā*vor*, fôrm

§ 80 (CONT'D)

cāreer, căpture, cŏllect, cover (kŭv) 

făct, effĕct, ēlĕct, dūtў, pŏpular 

character, mĕmber**, bābў**, făctorў 

mīle, māil, fămĭlў***, automōbile 

* When the word *number* is followed by a numeral, indicate as follows: C342
** *b-b*, *m-m*, *v-v*, or *g-g* are written by lengthening *b*, *m*, *v* or *g*.
*** The wavy characters ~ ~ indicate the sounds *mil*, *mal*, *mel*, *mol* and *mul*.

NOTE: The plural of words ending in ⌐ ⌐ or ⌣ may be made with an upward wiggle ⌇.

matters , *motors* , *manners* .

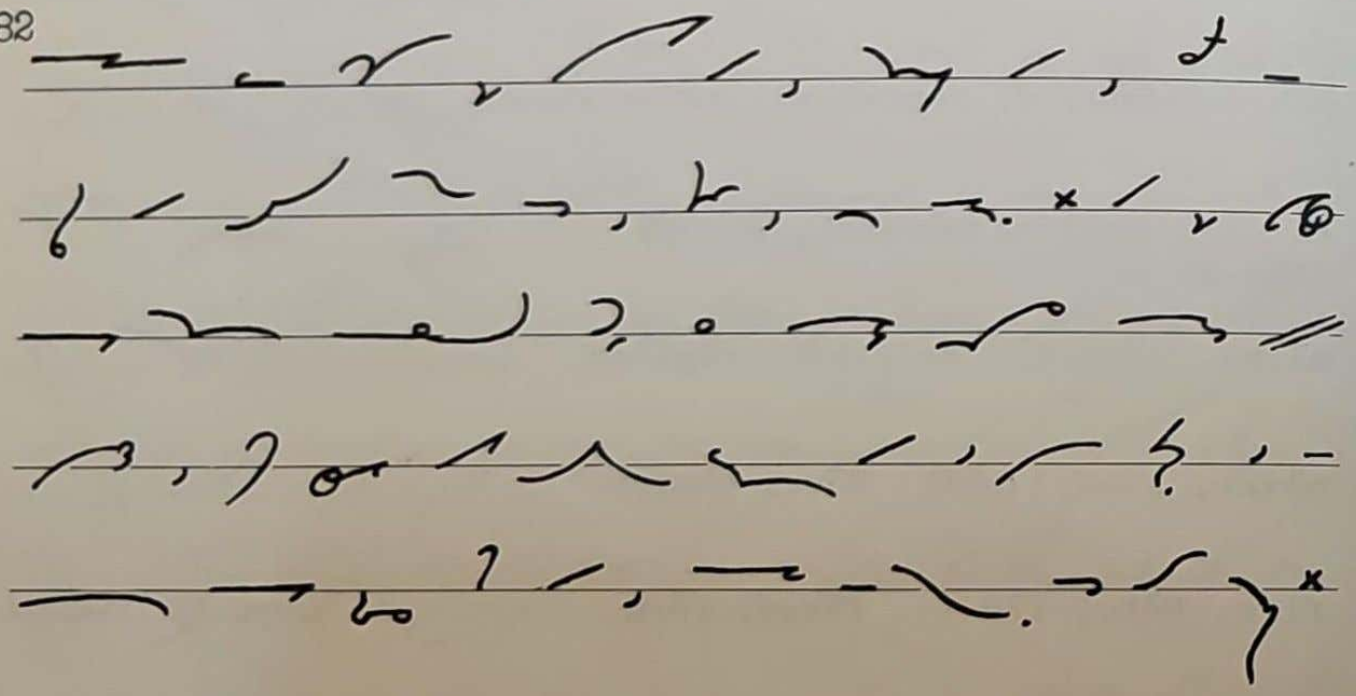
§ 81 Although our neighbor is the baby in his family he is quite a character in public life and his career is well assured. He is the president of the famous automobile factory which makes the Liberty machine.

Besides his regular duties in the above firm he has been elected as a member of the Senate where he is also a favored and popular figure. In fact the number of references he has would cover almost a mile; however, he never refers to them.

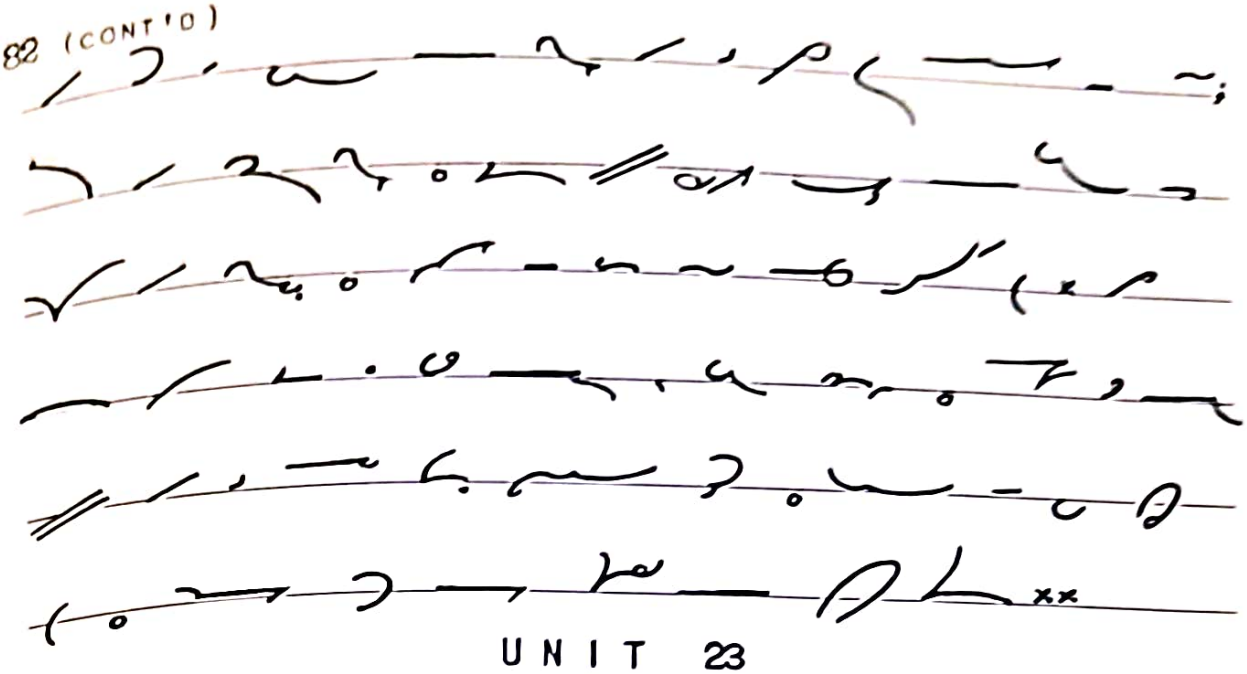
During the months of November and February he refused to represent a large mail order publishing company. It may be they did not offer him enough salary to occupy this office.

He has also collected preliminary facts to form a new picture company to show the effect of the capture of big game.

§ 82



§ 82 (CONT'D)



UNIT 23

§ 83 **BLENDS -- DOUBLE CONSONANT SOUNDS.** By using the COMMA-*s*, the vowel is excluded between the *s* and the consonant which follows it, as in *sk sl sm sn sp sq spl st str* and *spr*. The COMMA-*s* is always written downward, either left or right motion, when joined to these consonants. To write the word *slay*, for instance, the double consonant combination *sl* is placed on the line with right motion to produce the sound *sla* . The unwritten vowel follows the *sl*. The FULL-*s* in the same position requires an unwritten vowel sound to follow it immediately, as s(ā)l, *sale*.

schōōl, escāpe, slīde, slīght

select, (slĕ-ĕ) *small*, (smaw) spēak, *especially* (ĕ-spĕ/sh)

spĕnd, spĕnt, spĕll, sprĭng

surprīse, stēamer, stămp, stĭll

stōle, stŏpped, strŭck, strēet

stōrў, stŭdў, stănd, stōne, ĕstāte

§ 83 (CONT'D)

term, terrible, direct, director

driven, travel, track, drill

estimate, district, distribute

§ 84 During the spring term at our school the fine director of our drill and track team decided he would escape study for a week and spend the time in travel.

Although he was athletic he was also especially good in public speaking, spelling, story-telling and the collecting and distributing of stamps.

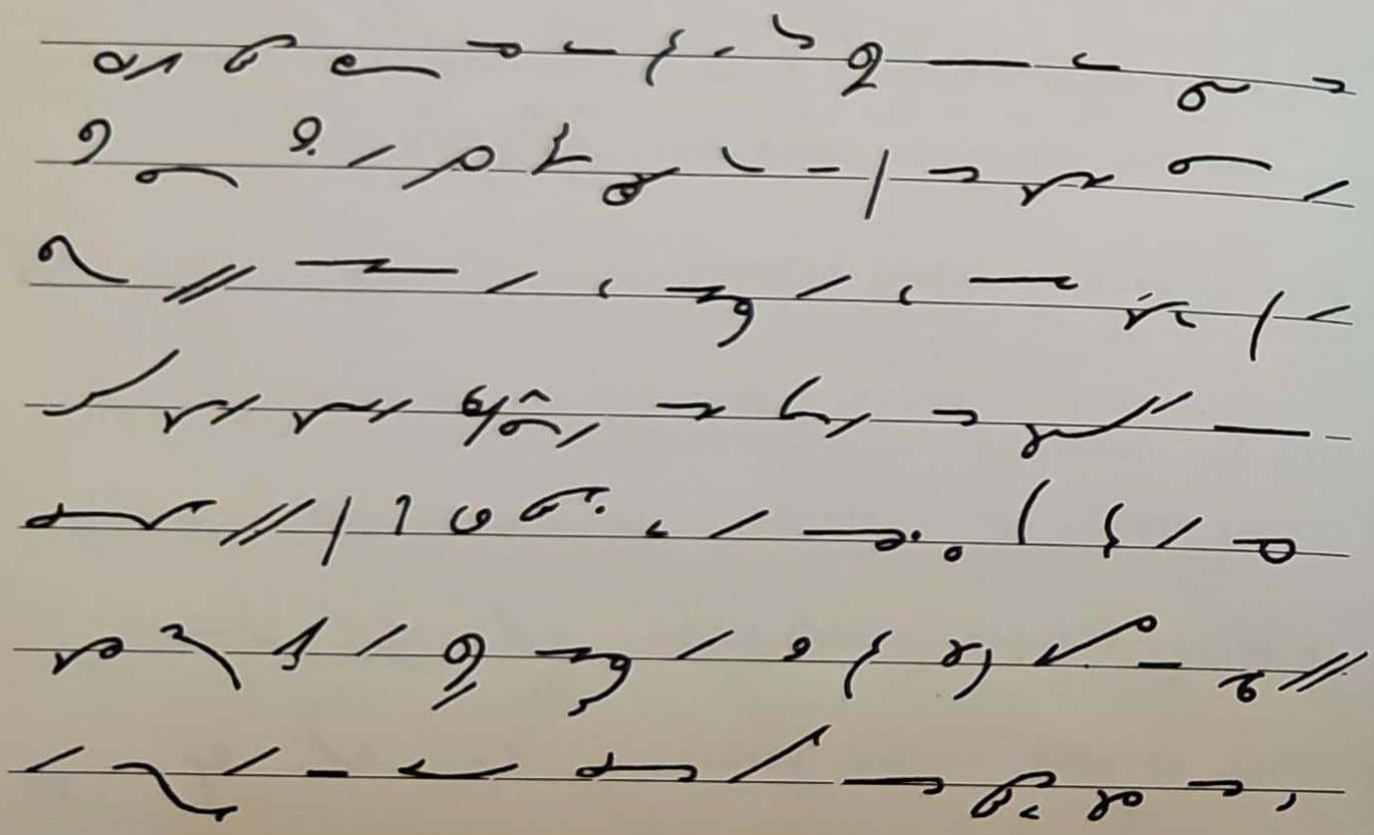
We were not surprised that he wanted to go because he had spent several years in directing athletics in this school district without a rest.

He lives in a small stone house on Spring Street, and his estate is estimated to be worth a small fortune.

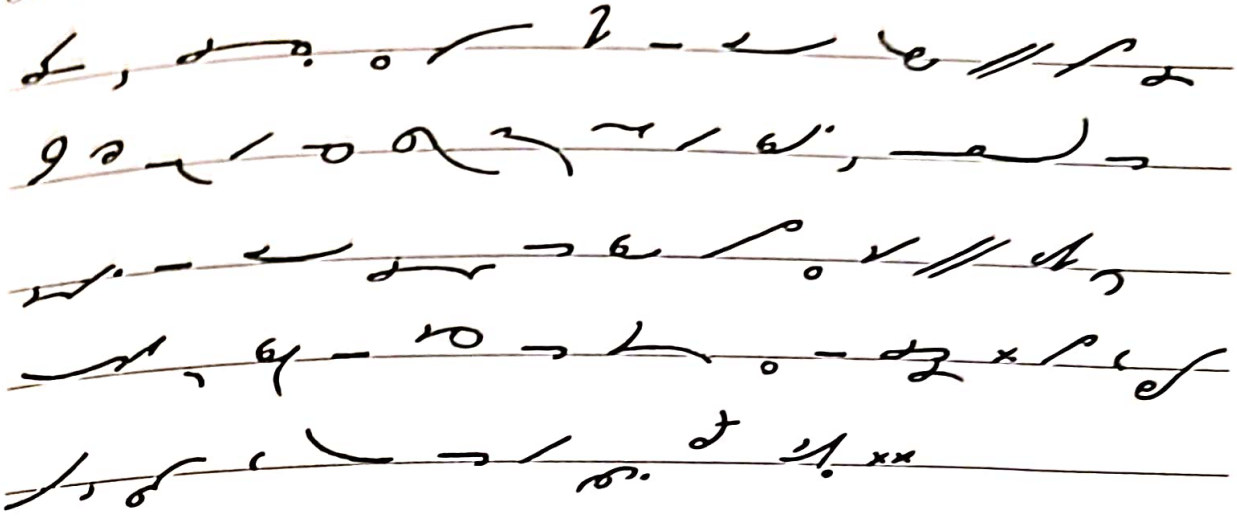
One still, dark night after he had driven several miles he stopped his automobile and selected a small steamer and stole out to sea.

Early the next morning the ship struck a slide and came to a standstill. It was terrible but his trip was over and he returned quite disappointed.

§ 85



§ 85 (CONT'D)



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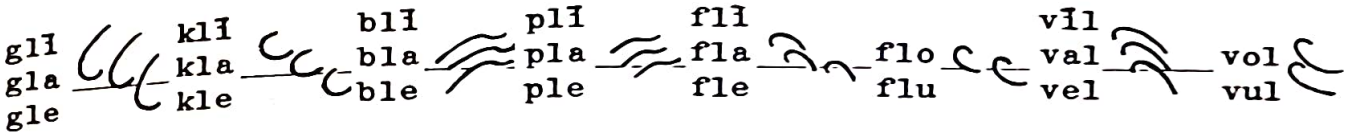
UNIT 24

§ 86 **BLENDS -- Gl, Kl, Bl, Pl, Fl, and Vl.** The *fl* and *vl* blends are turned right and left as already explained for the *fr* hook, the only difference being that the *l* hook is larger than the *r* hook.

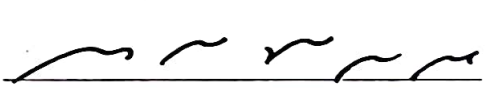


glăd, glăss, clăss, clōse, clāim

clōthĭng, ō'clŏck, declare, clēar

clerk, clēan, clŭb, oblīge

beliēve-blūe, blōw, blăck, blŏck



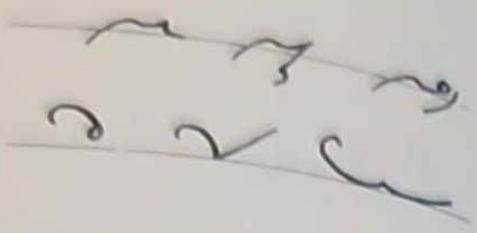
belông, replȳ, supplȳ, plāy, plāce

plăn, plănt, plēase, plĕasant

§ 86 (CONT'D)

pleasure, *police* (plēs), polĭtical (plĕ-sh)

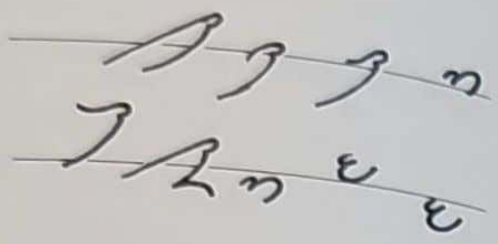
flĭght, *flower* (flä-o͞o), vŏlume



§ 87 **ENDINGS** -ng and -nk. The endings *-ng* and *-nk* are made by joining *g* or *k* to the *n*-hook or a large *n*. In many words it is not necessary to write the *g*.

young (ē-ŭng), rĭng, wrông, săng

lông, ŭncle, sĭng, sông, sŭng

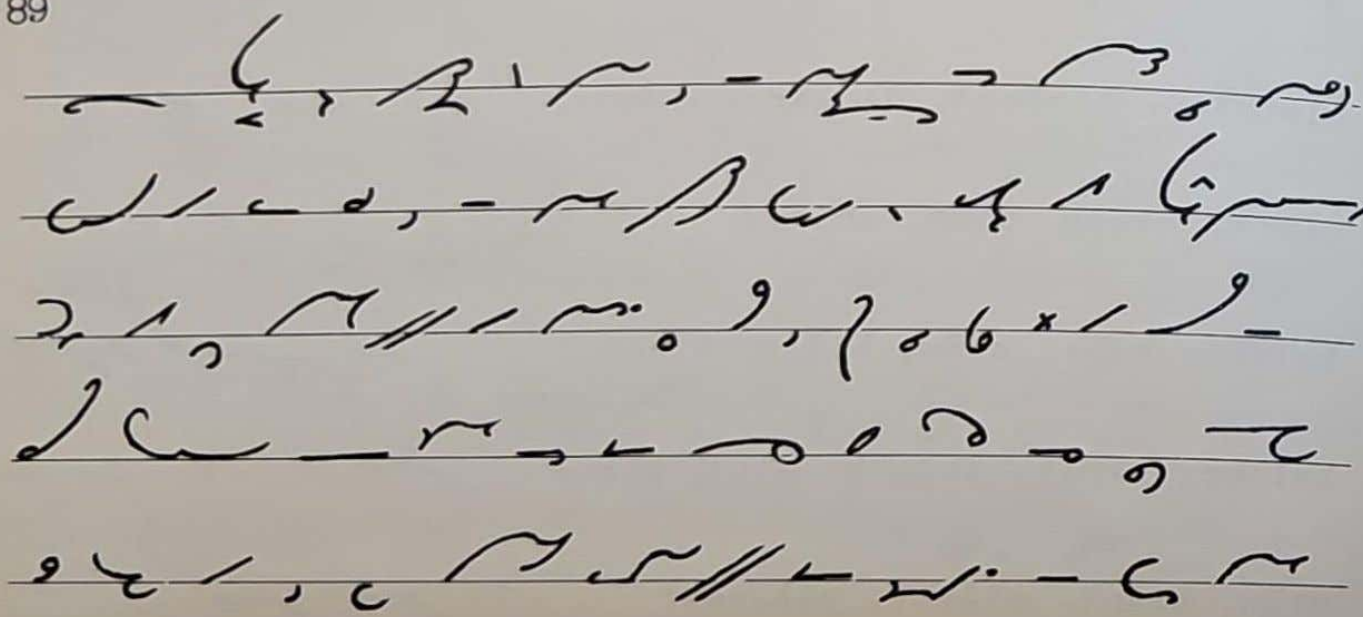


§ 88 Mr. Glass, whose uncle, I believe, is a policeman and belongs to the political club in our city, is a pleasant young clerk who works in the glass-blowing factory in the next block.

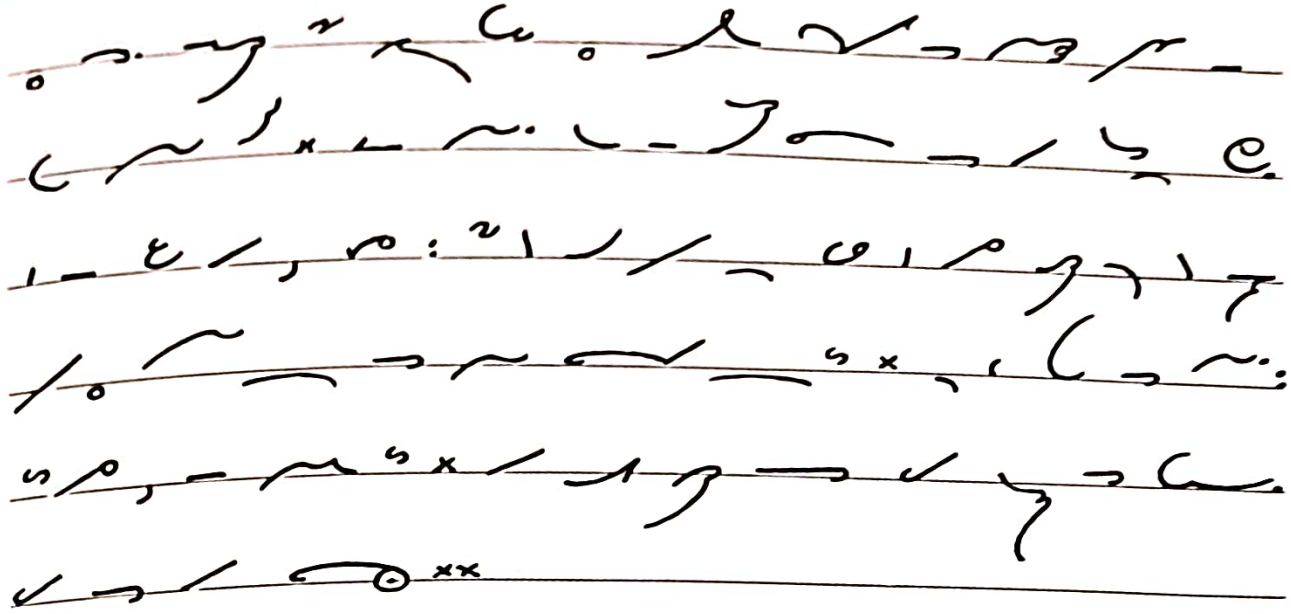
He planned to take his girl to the country. He bought a great volume of supplies and they made their flight at ten o'clock this forenoon in his new black airplane.

They selected a clean place to land along side the river close to beautiful flowers and plants under a clear, blue sky. They played for a long time and he finally declared with a song in his heart: "I hope you will not think it wrong if I ask you to oblige me and please marry me." She was glad and replied: "It is a pleasure." He put the ring on her finger and claimed her hand in marriage.

§ 89



§ 89 (CONT'D)



UNIT 25

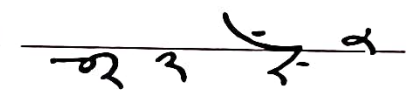
§ 90 **ENDING -tion.** At the end of words, *-sh*, either motion, adds *-tion -tian -cian -sion -cial -tial; t* and *-sh* ◠ ◡ add the sounds *-tation -tition -tician; d* and *-sh* ◠ ◡ add *-dation* or *-dition.*

ăc-tion, dirĕc-tion, *question* (kwĕ-sh) *

sĕc-tion, mō-tion, mĕn-tion, *application* (plĭk-sh)

*e*lĕc-tion, ŏ*bjec*-tion, o*ffĭ*-cial

pŭb*lica*tion, pŏp*ula*-tion, prōvĭ-sion

ăttĕn-tion, sĕs-sion, vāc*a*-tion, s-tātion 

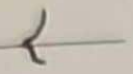
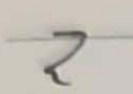
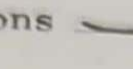
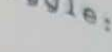
ăd-dition, *usual*, (ē-o͞o-sh) nă-tional, *d*iscŭssion

* The ◡ sound is made by placing a horizontal line through the *K.* kwōt, *quote.*

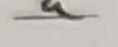
§ 90 (CONT'D). Indistinct vowel sounds in the middle of large words are often omitted by breaking the word in two parts and writing them close together:

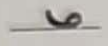
celebration (sĕl(ŭ)brā-tion)

The plural for *-sh, -tion, -cial*, etc., is made with a wiggle:

că-shes  ăc-tions  mō-tions  ă-shes 

§ 91 **ENDINGS:** -cision, -sition, -tiate, -ciate.

-cĭsion, -sĭtion or  de-cision, pō-sĭtion

-tiate, -ciate or  assō-ciate, appre-ciate

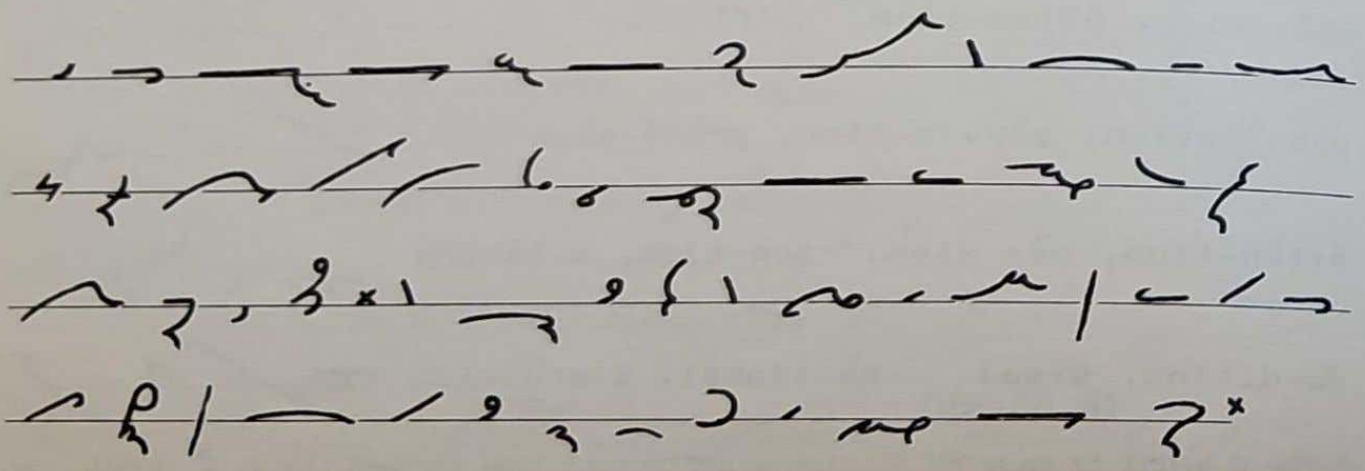
-tiation or assō-ciation

-tiations or assō-ciations

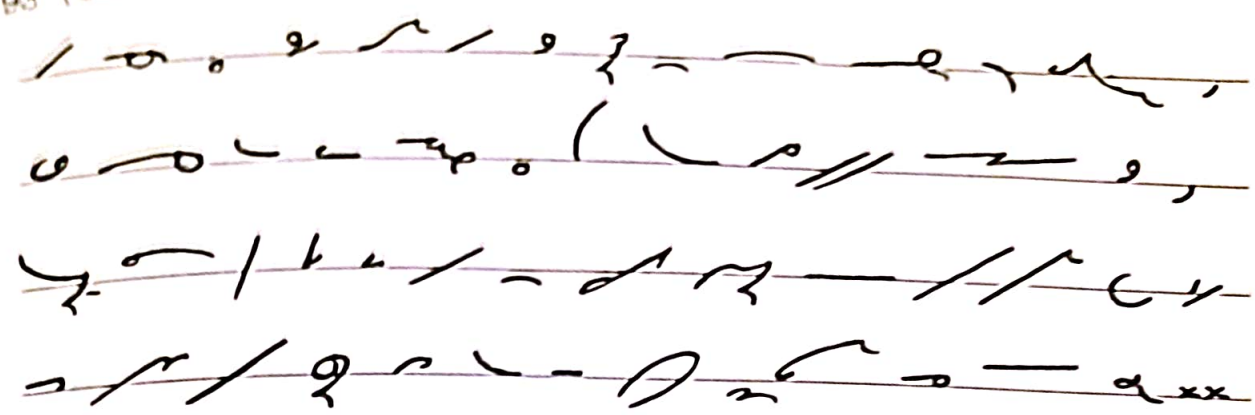
§ 92 As an official of the Association of National Publication, I make a motion that the question before the house be called to the attention of our associates for discussion before action is taken. I mention this because I appreciate the position we are in and any decision we make in this session will affect the results of the election. In addition to this the population in this section will make objections if provision is not made for our associates to go over it.

Although this is vacation time, we expect that you will, through the application of your usual clear thinking and under your direction, arrange for a big celebration at all stations.

§ 93

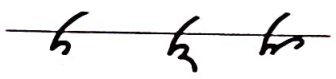


§ 93 (CONT'D)

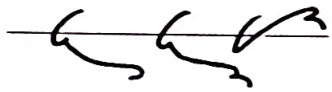


UNIT 26

§ 94 **PREFIXES: con- com- cum- col- cor- cog- AND coun-.** These prefixes are expressed by LEFT-MOTION *k*. The position of these prefixes is disregarded, as are most of the prefixes; the second syllable being placed in position to indicate its unwritten vowel which follows. The *n*-hook is used on *k* for *con-* and *coun-* if needed to make an easy joining to the next character.

cŏn-sĭder, cŏn-sĭderation, cŏn-cern 

cŏn-dĭtion, cŏm-mon, cŏnnection,

cŏn-vēnient, cŏn-vĕn-tion, cŏm-bĭnation 

cŏn-ference, com-fort, cŏn-vĭct

com-mănd, com-mĭtee , cŏn-trăct

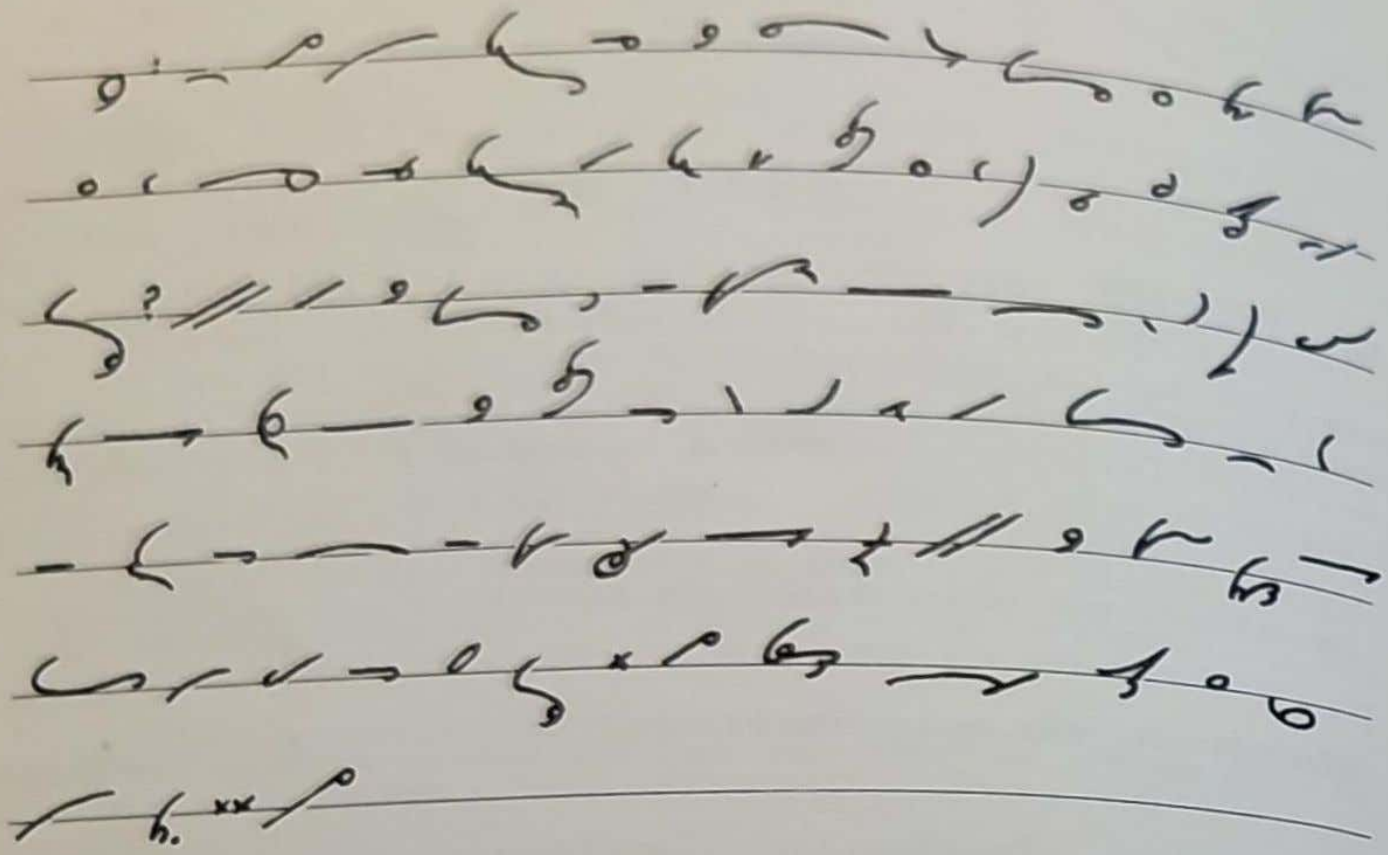
cŏn-tāin, com-plāin , com-plete

§ 95 Dear Sir: Will it be convenient at this time for the committee to consider the complaint which was made at the convention in connection with the contract which was given to the city yesterday regarding convicts? In this committee is a combination of men who can give the proper consideration of the conditions of this contract and I hope those in command will call a conference and make a complete study of the question.

This complaint concerns all the common people here and their comforts. It contains many points which should be considered.

Yours truly,

§ 96



UNIT 27

§ 97 **W and WH.** *Wi, wa* and *we* are written with a full length *w*-stroke, downward, almost perpendicular. The *w* is placed in position to eliminate the vowels **I, a** and **e.**

whȳ, wīfe, wīre, whīle

wāy, āwāy, wāit-*weight*, āwāit

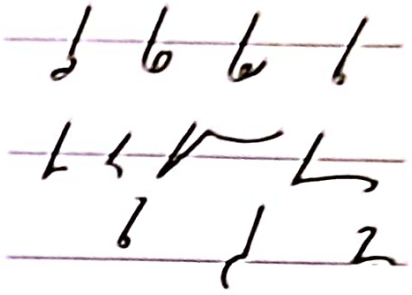
wätch, wäter, wär, wärm

§ 97 (CONT'D).

wĕst, wĭnd, wĭnter, wĭtness

wĕar, wĭsh, woman, women
(wĕ-o͝om) (wĭ-mĕn)

white,* walk,** world
(hwĭt) (wawk) (werl)

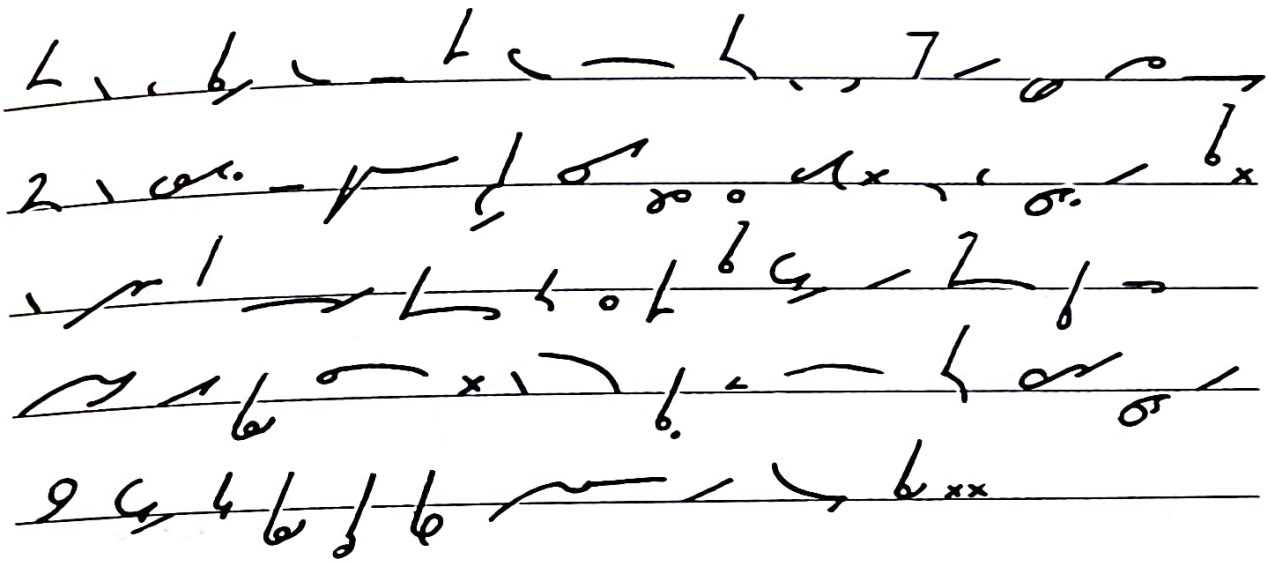


* When wh is expressed, it is shown by an *h* tick at the beginning of the *w* stroke.
** When *w* is followed by a vowel sound and a curve consonant, turn the consonant right motion to indicate *a-e-i*, and left motion for *o-u*, as

wāke, wōke

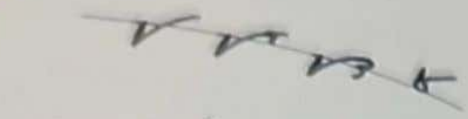
§ 98 While I was waiting for a wire from my wife who is away in another part of the world, I noticed a woman walking down the street to work. She was dressed in white. I wonder why many women wish to wear white clothing in warm weather and black in the winter time. I have witnessed that my wife generally dresses in dark clothing when the winter west winds blow in over the water.

§ 99



§ 100 **X and ex-.** The sound *ex-* at the beginning of words is written as a *th*. In the middle or at the end of a word x may be written as *th*, or as a small intersecting line.

ex-pērience, ex-prĕss, ex-pĕnse, exăctlў



ex-cĕpt, ex-tra, ex-pect, ex-trēme

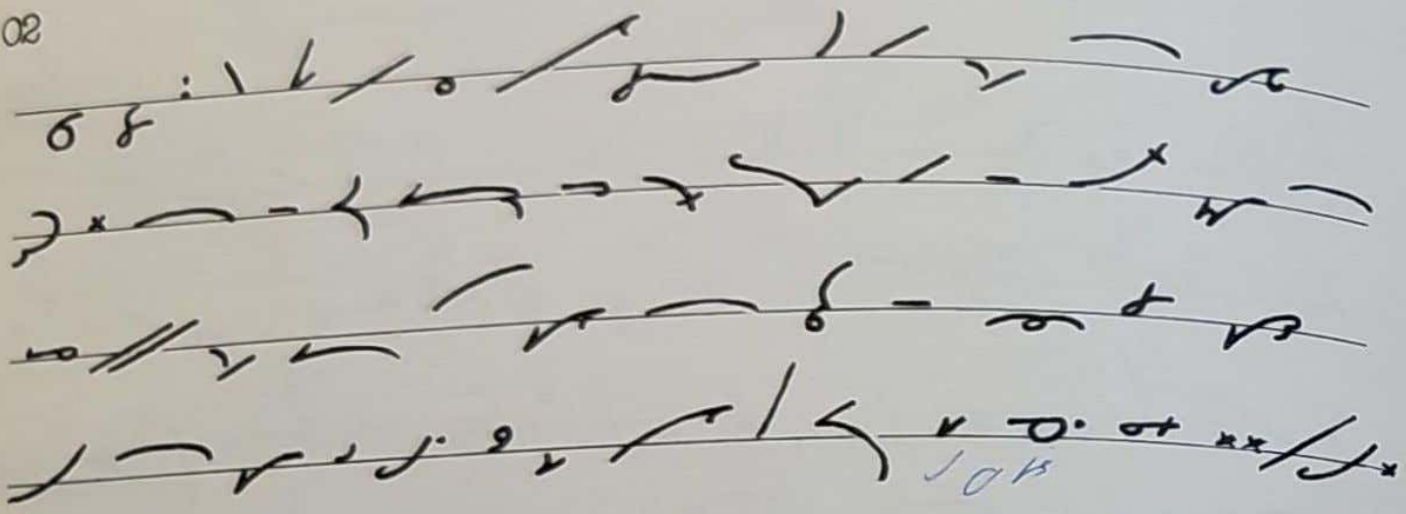
exămina-tion, tăx, fĭx, bŏx

§ 101 Dear Sister: I expect you to use extreme care in shipping my personal effects. Make a careful examination and fix everything in a box except my hat.

Shipping them by express may cost a little extra expense but my experience has proved this is the best way even with the added tax.

Your brother,

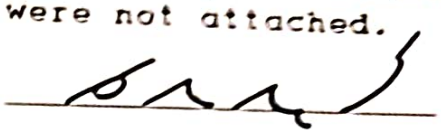
§ 102



§ 103 **Z.** At the beginning of words *z* is expressed by a FULL-*s* and a vowel, as in zēal. In the middle or at the end of words *z* is written as a COMMA-*s*. If desired a slight pressure may be added to distinguish from the *s*.

UNIT 28

§ 104 **PREFIXES in- en- im- AND il-.** These prefixes are written with the letter *e*, either upward or downward, and are always attached. The position of the prefix is disregarded, the second syllable being written as though the prefix were not attached.

in-dēed, in-fôrm, in-fôrmation, en-gāge 

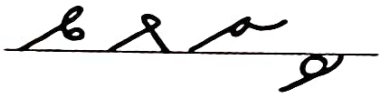
en-jôy, en-clōse, in-come, in-clūde

in-crēase, im-mēdiate, il-lŭstrate

im-pôrtant-ce, im-pŏssible, im-prĭson

improvement (ĭ-prōō-m), in-stĕad, in-sīde

en-ter, en-trănce, en-tertāin, in-spĕct

in-terest, en-tīre, en-tītle, in-jure 

in-tĕnd, in-vĭ-tātion, in-vĕstigate

ADDITIONAL WORDS

ĕducā-tion, ē-lăborate, ĕlse

employ, empīre, emptў*

* The *e* is omitted at the beginning of a few words starting with *em*.

§ 105 **PREFIX un-.** The prefix *un-* is written as a *u*. Use the *n*-hook on the *u* if it makes a faster and easier joining. The prefix *un-* may also be written as a detached *u*, through the line.

un-less, un-til, un-able, un-fôrtunate

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§ 106 Information has come to us that important improvements have been made on the entrance at the State Hospital. Immediate, but elaborate plans have been made to entertain on July fourth, the unfortunate persons who have been injured and are imprisoned inside.

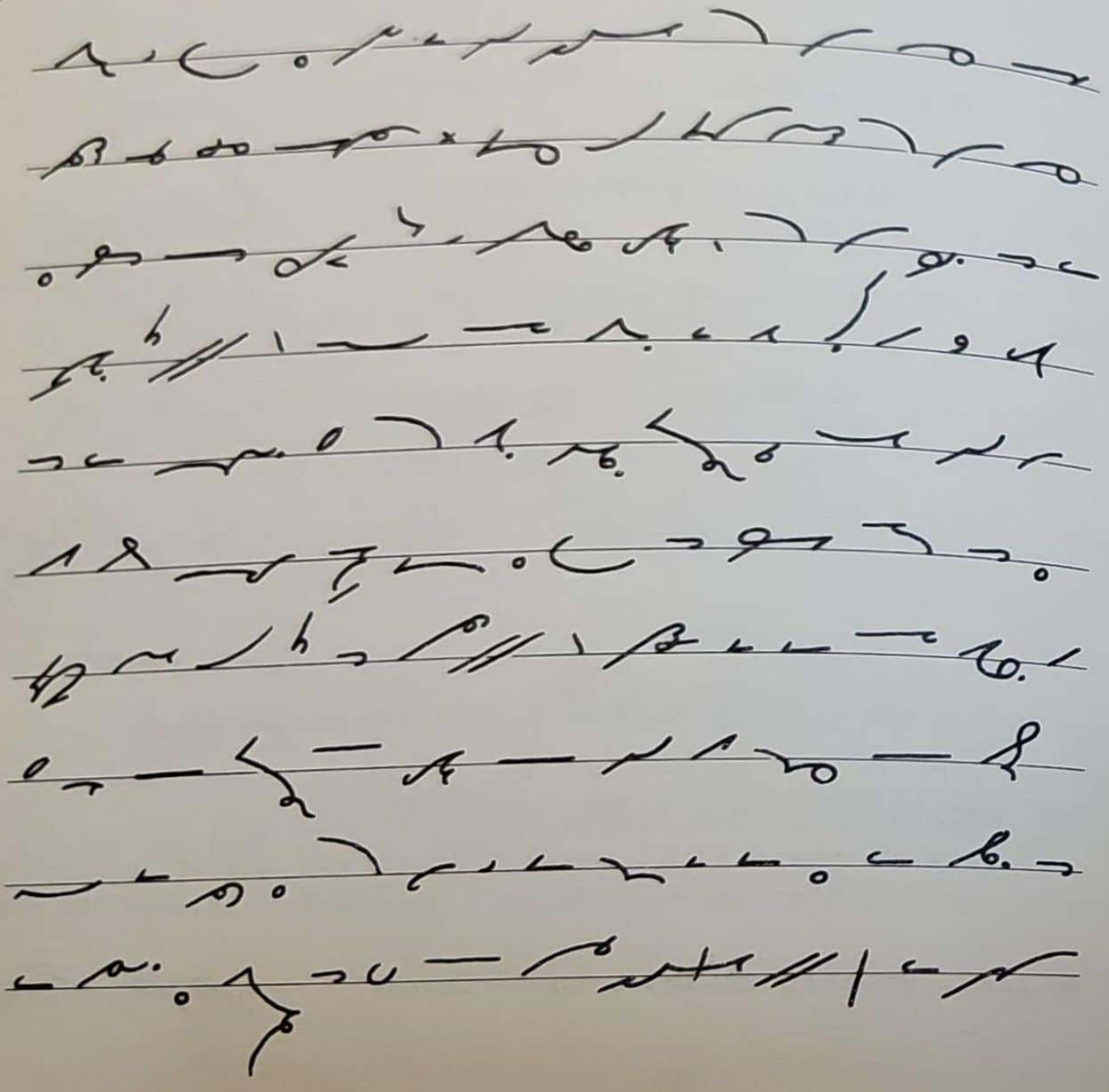
I am also informed that those engaged in this work and are employed there have enclosed illustrated invitations to the most important people in the entire empire, asking them to come and enjoy the affair and to inspect the place, both inside and outside.

I understand that they also included in their list of invitations all persons of importance in the field of education, whom they intend to have present, as they feel that they, too, are interested and are entitled to investigate and know all about the improvements.

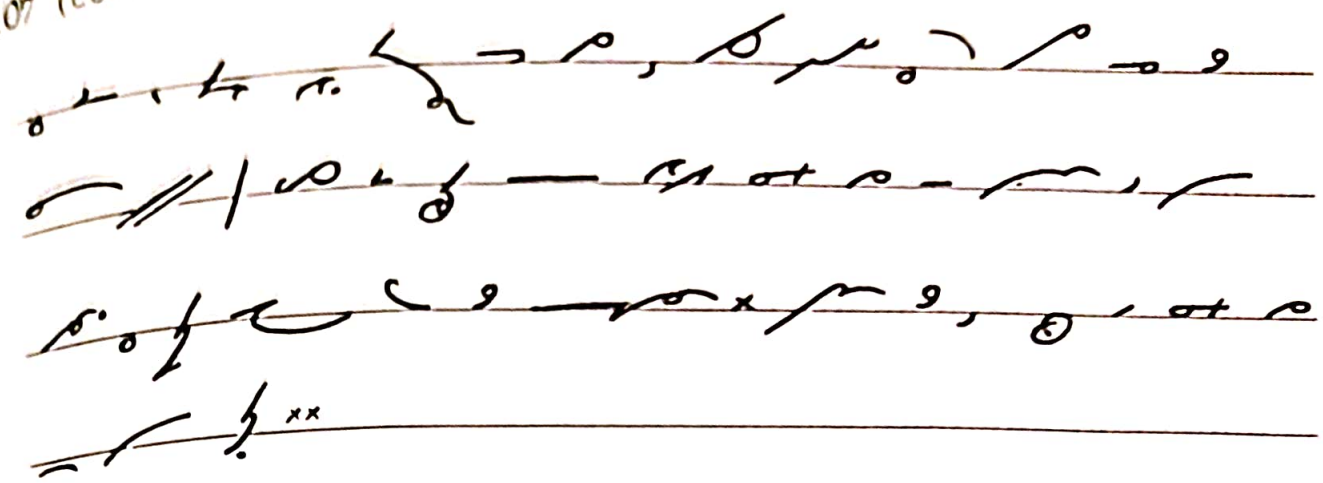
We are unable to say who else received invitations and it is indeed impossible to find out at this time.

We heard that, instead of raising the tax rate, a bill has been entered to increase the income from this hospital. Unless this is done, the tax rate will be increased.

§ 107



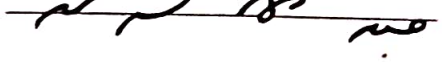
§ 107 (CONT'D)



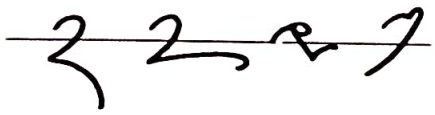
UNIT 29

§ 108 **PREFIX re-.** This prefix *re-* is attached or detached. It is written upward with clockwise motion, except as noted. The *r* is attached to the syllable *rem-* with a downward large *r*-hook.

re-pāir, re-pōrt, re-strāin, re-sŭlt

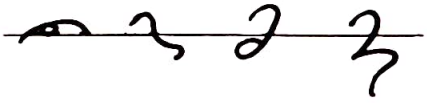


rĕcover, rĕccommĕnd, re-tīre, re-grĕt



request, (rĕkwĕst) *receipt*, (rŭst) *responsible* (rŭs-pŏ)

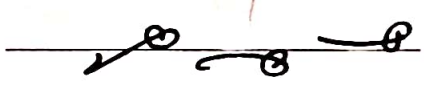
re-tāil, rēfŭnd, rĕcord, rĕcollĕct



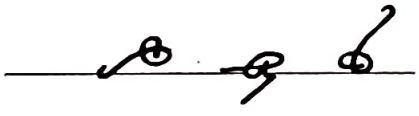
rēmĭt-*tance*, rēmāin, rēmĕm*ber*

§ 109 **-den AND -jen.** These sounds are made by writing the *n*-hook inside the *d* or *j*.

sŭddĕn, *e*mer-gĕn*cy*, mŏd*ern*



pär-don, ā-gĕn-cў, gär-dĕn



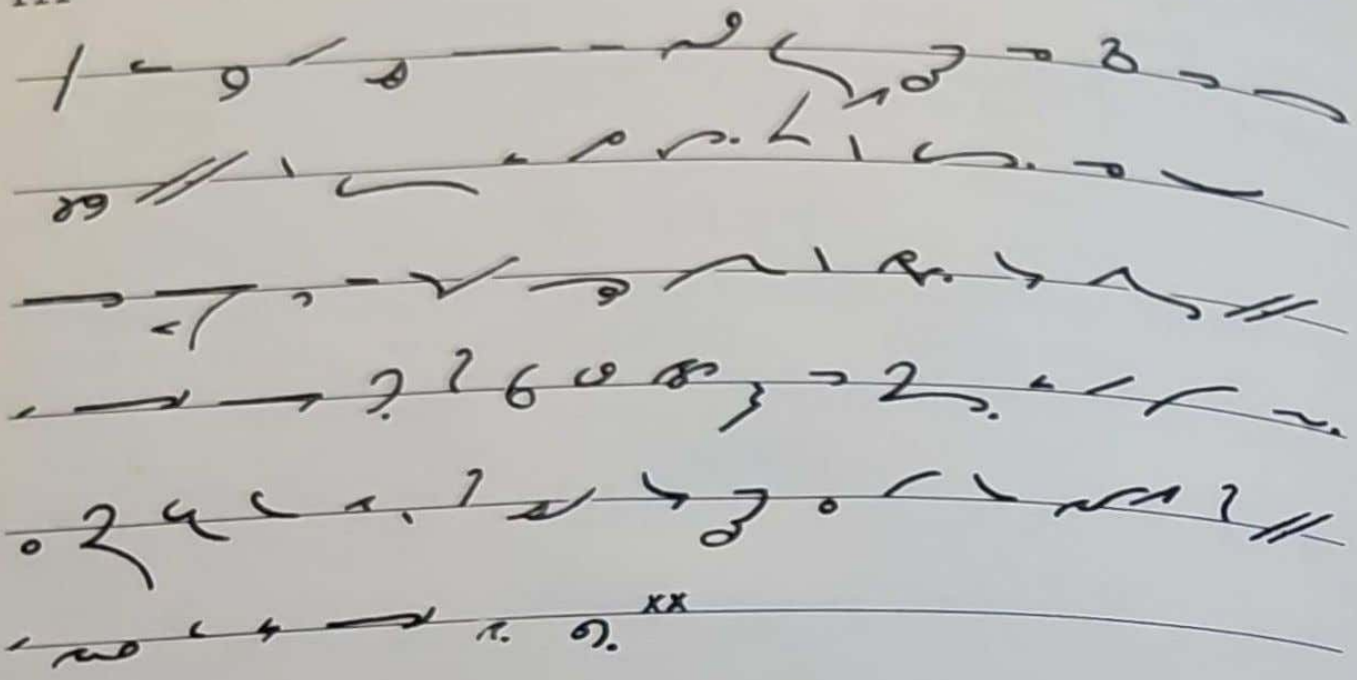
§ 110 We are just in receipt of a report covering the accident at Third and Main Streets.

I remember that it happened while I remained at home on August 6, a few minutes before I retired for the evening.

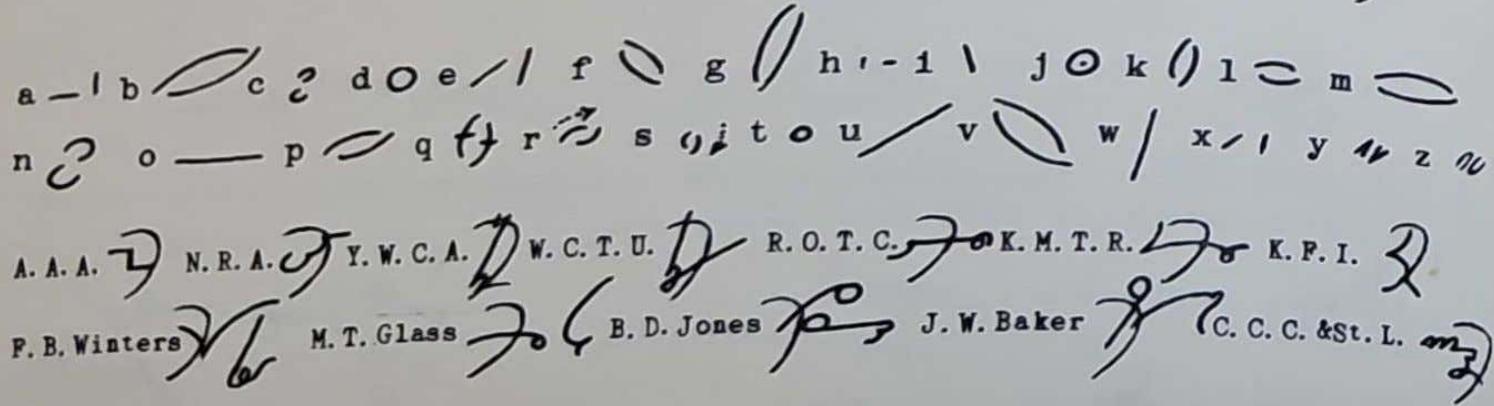
The owner of the wrecked car could not restrain himself and recommended that he be allowed to recover enough from those who were responsible for the accident to pay for repairing the car.

The result was that the owner received $10.

§ 111



§ 111A **INITIALS.** Write initials either clockwise or counterclockwise in any position, and indicate by the character

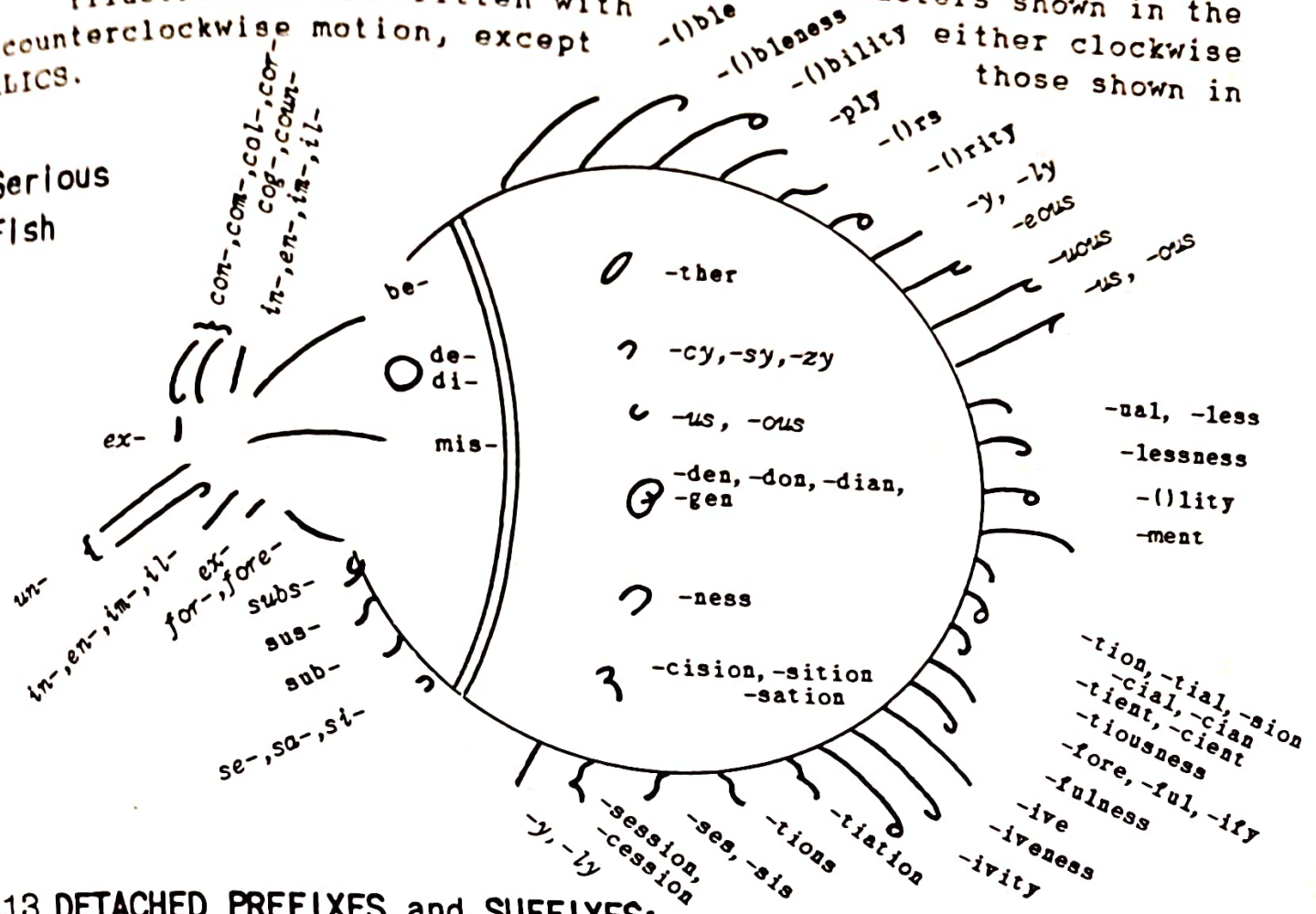


UNIT 30

§ 112 ATTACHED PREFIXES and SUFFIXES:

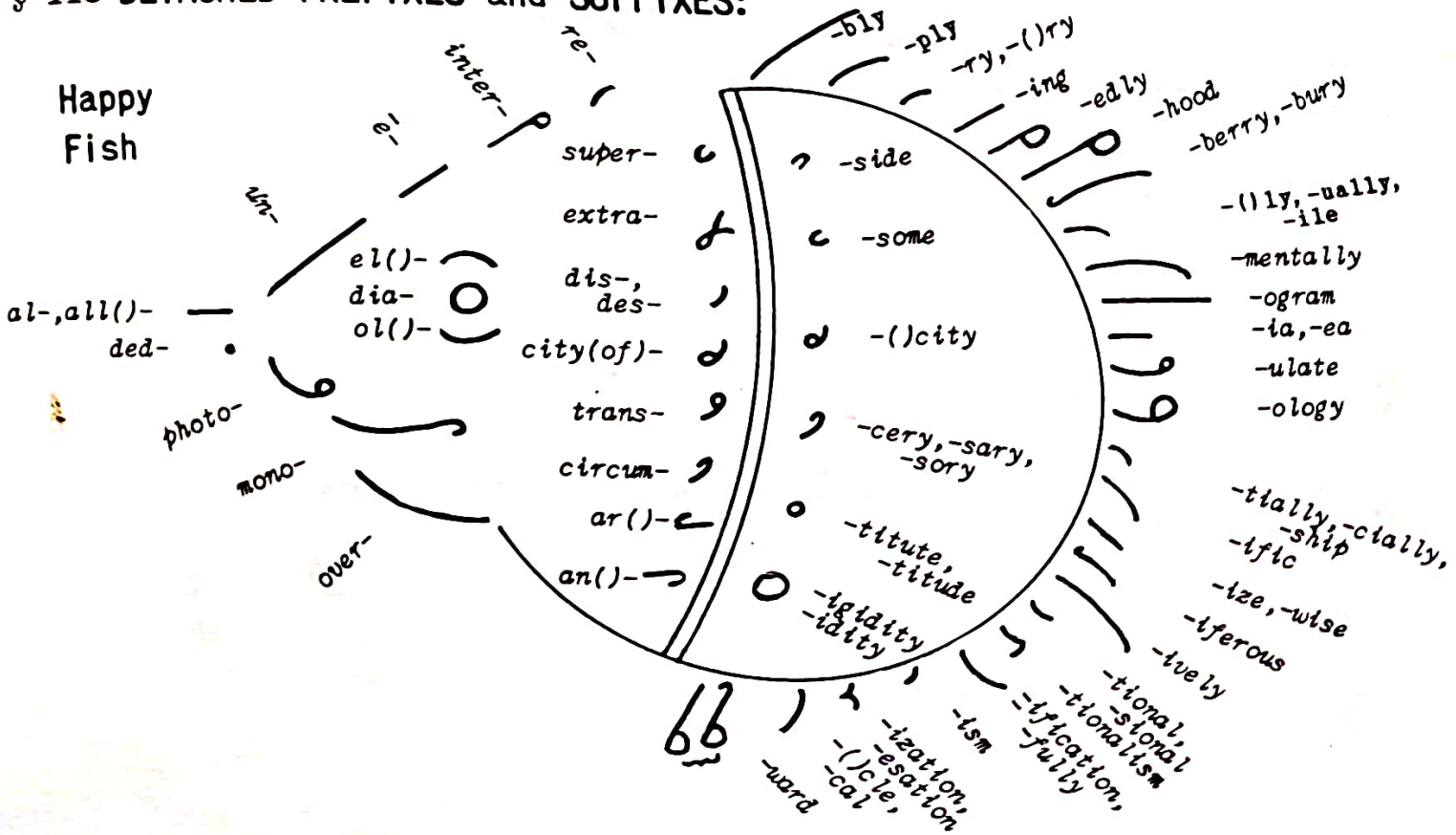
All characters shown in the illustrations are written with either clockwise or counterclockwise motion, except those shown in ITALICS.

Serious Fish



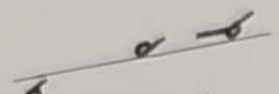
§ 113 DETACHED PREFIXES and SUFFIXES:

Happy Fish


-bly
-ply
-ry, -()ry
-ing
-edly
-hood
-berry, -bury
-side
-some
-()city
-cery, -sary, -sory
-titute, -titude
-igidity -idity
-()ly, -ually, -ile
-mentally
-ogram
-ia, -ea
-ulate
-ology
-tionally, -tionalism -tionalist -tionalistic -tionally
-tionalize, -tionalize -tionalist -tionalistic -tionally
-tionalize, -tionalize -tionalist -tionalistic -tionally
-tionalize, -tionalize

§ 114 COMMON PHRASES

and the
that the
with the

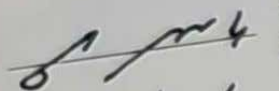


to the
which the
at the

in the
into the
of the

all the
what the
on the

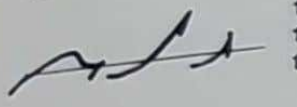
or the
without the
you the



do the
under the
than the

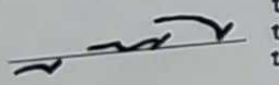
then the
why the
while the

during the
by the
about the



before the
but the
put the

accept the
make the
among the

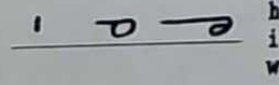


will the
along the
have the

if the
over the
for the

from the
after the
as the

is the
was the
I did



I think
I had
I want

I would
I am
I am not

I am sure
I am sorry to hear
I will

I will not
I know
I have

I have not
I have received
I find

I shall
I wish
I should

I can
I cannot
I can't

I could
I could not
I was

to ask
to our
to say

to do
to see
to us

to that
to it
to you

to your
to buy
to be

to pay
to my
to make

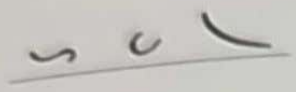
to me
to have the
to find

to get
to look
to them

to know
to assure you
to hear from you

has not
is not
was not

were not
are not
we are not



could not
does not
may not

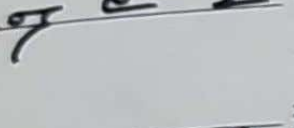
will not
have not
cannot

ten of his
six of our
with a

with an
in a
in an

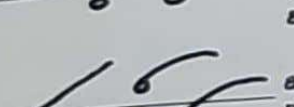
that a
that an
as a

as an
is a
is an



if a
if an
have a

have an
and a
and an



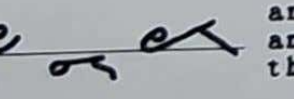
a letter
and will
and they

and they can
and they will
and see

and so
and then
and there is

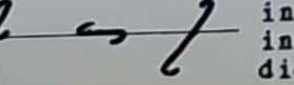
and that
and that is the
and he

and we
and she
that you

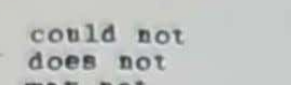


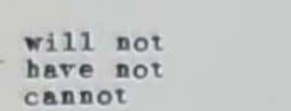
that your
with you
with your

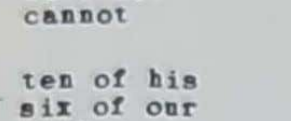
in you
in your
did you

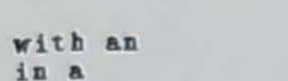


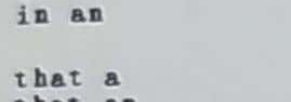
would not
do not

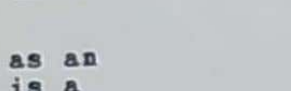


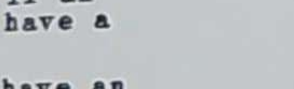


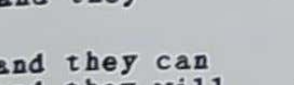


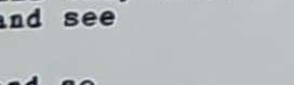


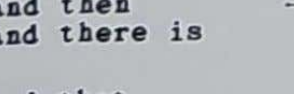


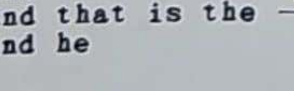


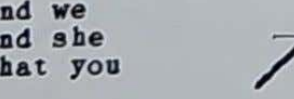


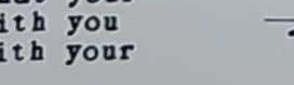












§ 114 (CONT'D)

did you
do you
do your

and you
and your
are you

are your
or you
or your

on you
on your
at you

at your
when you
when your

then you
then your
thank you for your letter

thank you for your order
have you
have your

to have you
if you
if your

if you can
if you cannot
if you care

if you will
if you desire
if you have

if you are
from you
from your

for you
for your
will you

will your
that you will
that you have

that you are
that you are not
as to the

as this
as long as
as large as

as well as
as little as
as near as

as much as
as low as
as many as

as soon as
as we
he has

that has
is in the
is being

is to the
is to be
is one of the

on his
and is
and his

what is
who is
here is

at this
in this
and this

on this
that this
as this

to this
for this
after this

about this
before this
accept this

do this
this letter
this is

this was a
in our
with our

as our
is our
that our

and are
and our
who are

they are
which are
on our

there are
at our
to our

for our
you are
we are

it is
it has
it was

it was not
it will be
it would

and it
and it is
in it

in its
it had
with it

for it
if it
if it is

about it
they may
they will

they have been
they were
they can

if they have been
that he
that we

that we are
that will
that that

that they
that is
that his

that was
that would
that it

that it is
in that
for that

so that
after that
do that

before that
that they have been
at their

at our
at once
at any time

PUBLIC LIBRARY OF VICTORIA

§ 114 (CONT'D)

at this time
at last
at least

by us
for us
with us

send us
to us
write us

see us
see him
to him

write him
with him
for him

who can
who will
who are

who is
who his
who had

can be
cannot be
can have

cannot have
he has
he is

he was
he can
he will

he would
he did
he did not

he had
he could
he could not

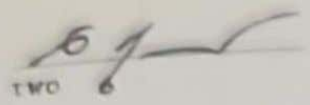
in which
for which
which is

which has
which was
which had

which will
which would
which you

in addition
in such
in any

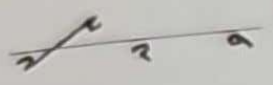
in order
in a week or two
may be



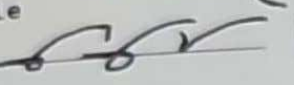
shall be
could be
could not be

would be
should be
it would be

must be
would be glad to have you



ought to be able
had been
has been

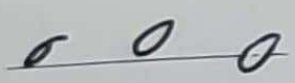


should have been
we have
would have

you have
they have
I have

there shall be
there will be
there have been

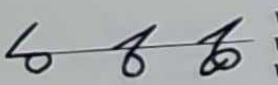
there are
there has
there is



if there
if their
for their

for there
we believe
we hope

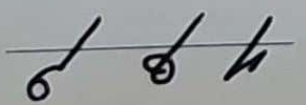
we will
we may
we must



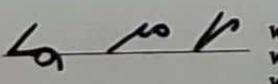
we want
we won't
we have

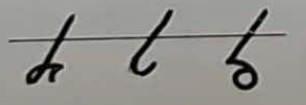
we find
we shall
we can

we could
we do not
we expect



we trust
we know
we should

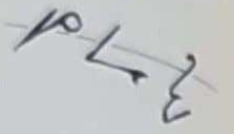




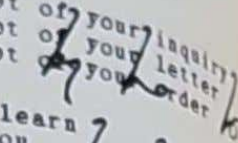
we also
we have been
we shall appreciate

we shall be glad
we feel
we suggest

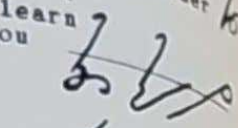
we would
we always
we are enclosing



we are in receipt of your inquiry
we are in receipt of your letter
we are in receipt of your order



we are sorry to learn
we are sending you
you would



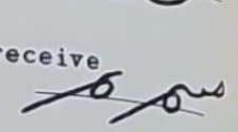
you will be
you may
you have not

you can
you expect
you know

you cannot
you can't
you can understand

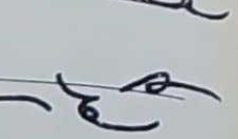
you have not been
you have been able

your order
your order will receive

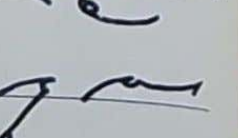


you want
from time to time

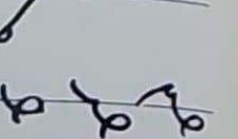
next time
first time
any time



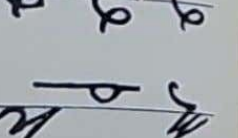
past week or two
past month



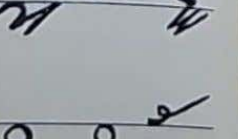
few days
for a few days
past few days



next year
all day
from year to year



just received
just now
wrote you



§ 114 (CONT'D)

not only the
very much

please let me know
large number

shall be glad to receive
so as to make

more than
whether or not
least possible delay

of course it is
write me
above mentioned

give you
serve you
write you

on the contrary
out of the question
please give this matter

after due consideration
replying to your letter

I desire to call your
attention to the fact
as a matter of fact

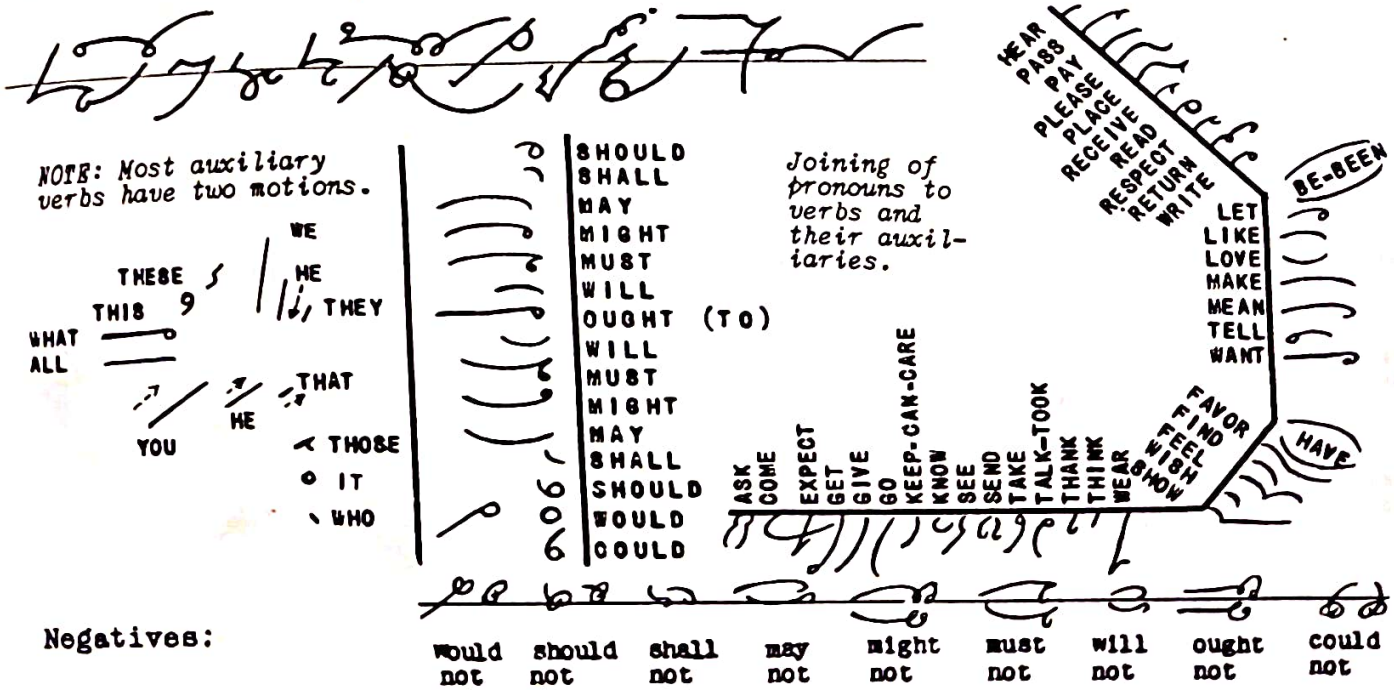
§ 115 COMMON RULES FOR PHRASING:

1. INFINITIVES: *to-be, to-think, to-go, to-see, to-find, to-look.*
2. PREPOSITIONS and PRONOUNS: *at-this, in-my, of-her, to-us.*
3. CONJUNCTIONS and PRONOUNS: *and-I, or-we, but-they, why-you.*
4. PRONOUNS and VERBS: *I-am, he-is, you-would, we-should.* (§ 116)
5. CONJUNCTIONS and ADVERBS: *and-here, or-there, but-when, and-then.*
6. VERBS and ADVERBS: *do-so, are-here, was-there.*
7. VERBS and PRONOUNS: *do-it, give-us, hand-you, send-him.*
8. ADVERBS and PRONOUNS: *here-we, when-you, than-that, then-he.*
9. ADD *a, an* or *and* to other words: *a-good, and-a, an-order.*
10. ADD *the* at the END of other words: *for-the, when-the, or-the.*
11. NATURAL PHRASES or CLAUSES: *just-as-soon-as, whether-or-not.*
12. ADD PERSONAL PRONOUNS to ending *-ing: -ing-their, -ing-her.*

§ 116 10,000-PHRASE CHART:

The following is not given as a definite assignment. It merely shows the possibilities for those who wish to stress phrasing.

EXAMPLES: we-must-not-be, it-might-be, that-will-give, they-should-respect, he-will-send, this-might-not-be, you-should-not-have-been, who-would-think, these-shall-be-returned, those-could-be, all-will-go, what-may-be.



Negatives:

would not	should not	shall not	may not	might not	must not	will not	ought not	could not

§ 117 VOCABULARY -- 1000

a
able
aboard

about
above
absence

accept
accident
according

account
across
act

action
add
addition

address
adopt
affair

afraid
after
afternoon

again
against
age

ago
agreement
air

alike
all
allege

allow
almost
alone

along
already
also

although
always
am

among
amount
an

and
annual
another

answer
any
anyone

anyway
appear
application

appreciate
approve
April

are
argument
army

around
arrange
arrangement

arrest
arrive
article

as
ask
assist

associate
association
assure

at
athletic
attempt

attend
attention
August

aunt
auto

automobile
avenue

await
away
awful

baby
back
bad

ball
band
be

bear
beautiful
became

because
become

bed
been
before

beg
began
begin

beginning
begun
behind

believe
belong
beside

best
better
between

big
bill
black

block
blow
blue

board
boat
body

book
born
both

bought
box
boy

bridge
bring
broke

brother
brought
build

built
burn
business

busy
but
buy

by
call
came

camp
can
cannot

capture
car
card

care
career
carried

carry
case
cast

catch
cause
celebration

cent
center
century

certain
chain
change

character
charge
check

chief
child
children

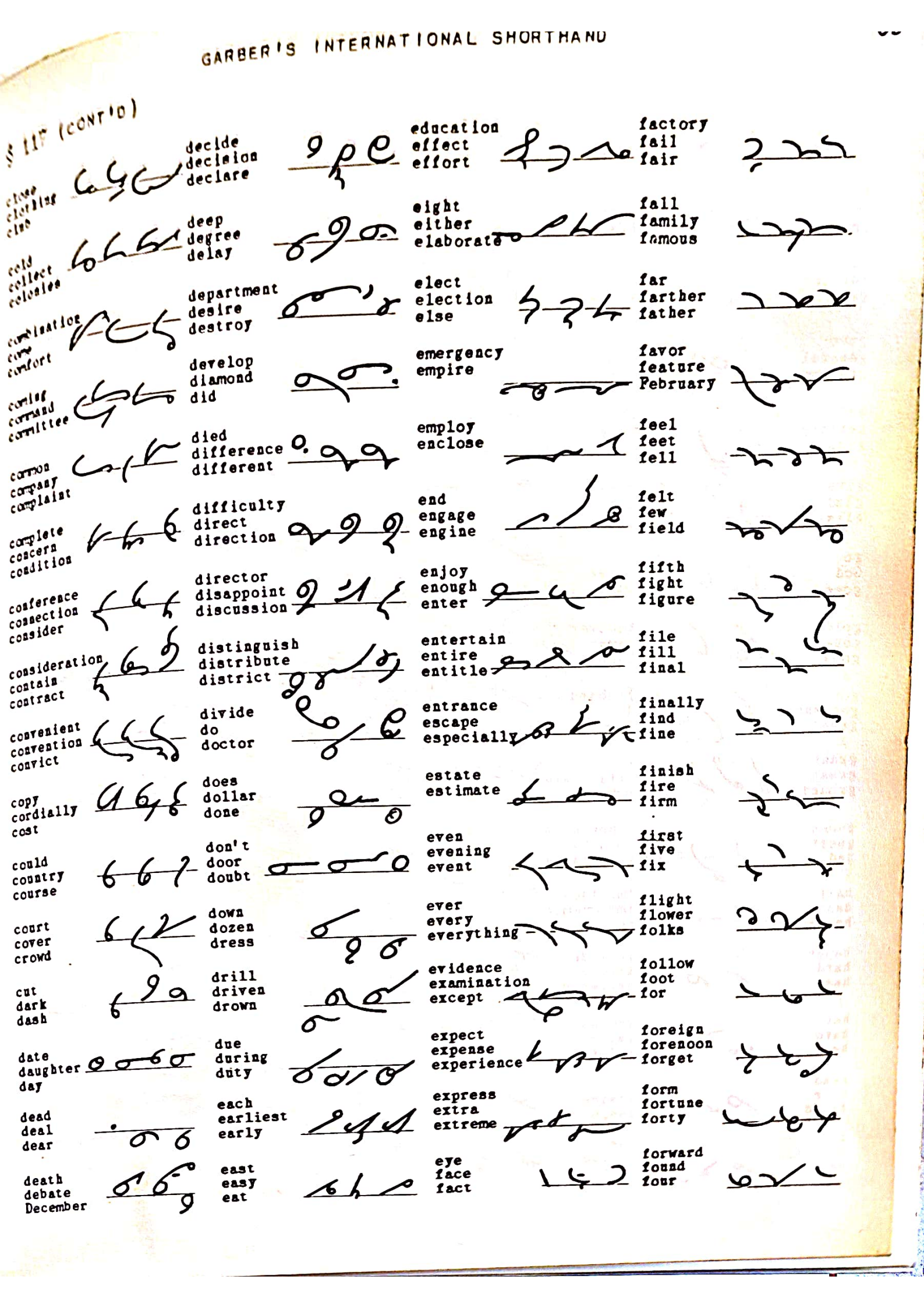
Christmas
church
circular

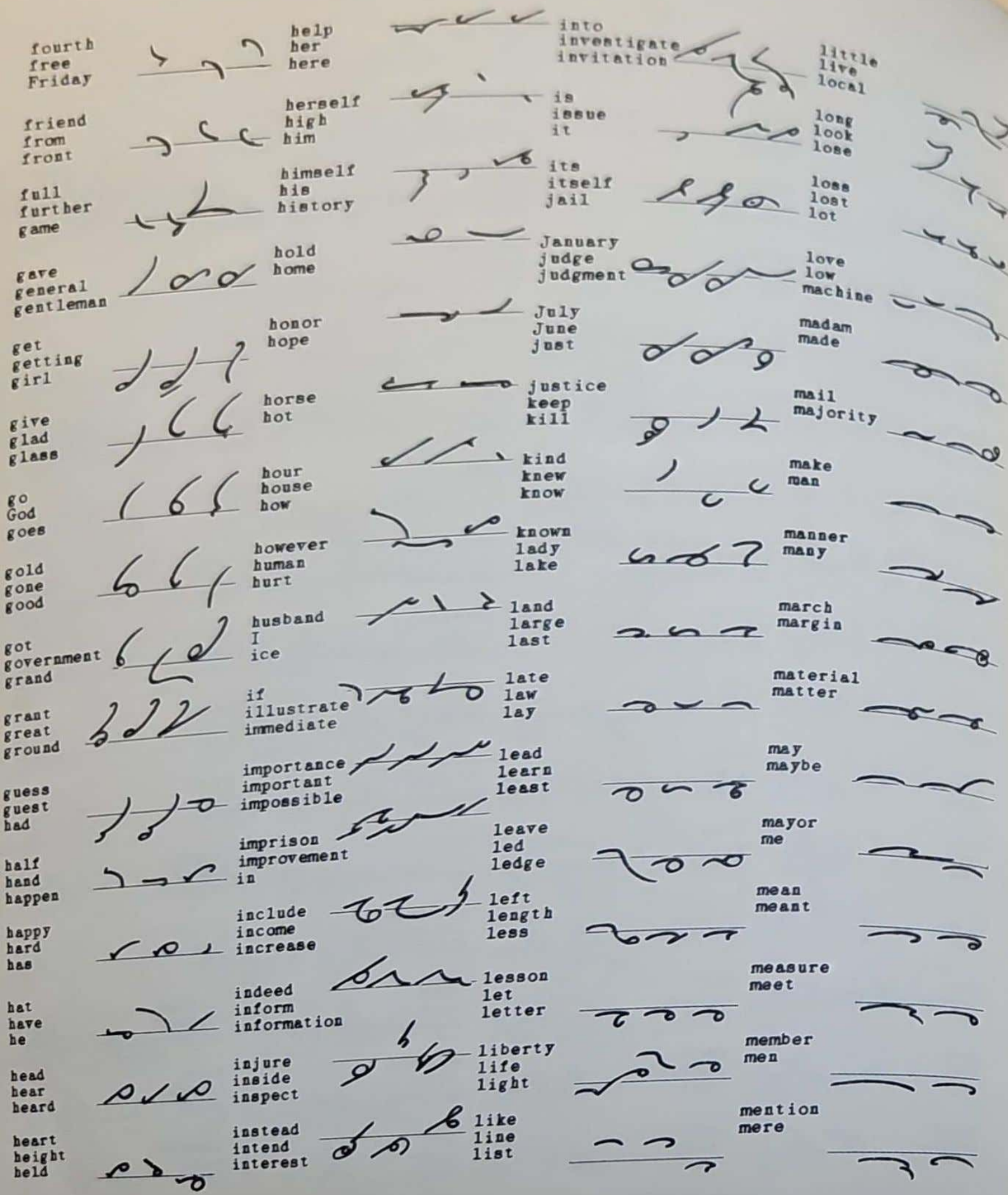
circumstance
cities
citizen

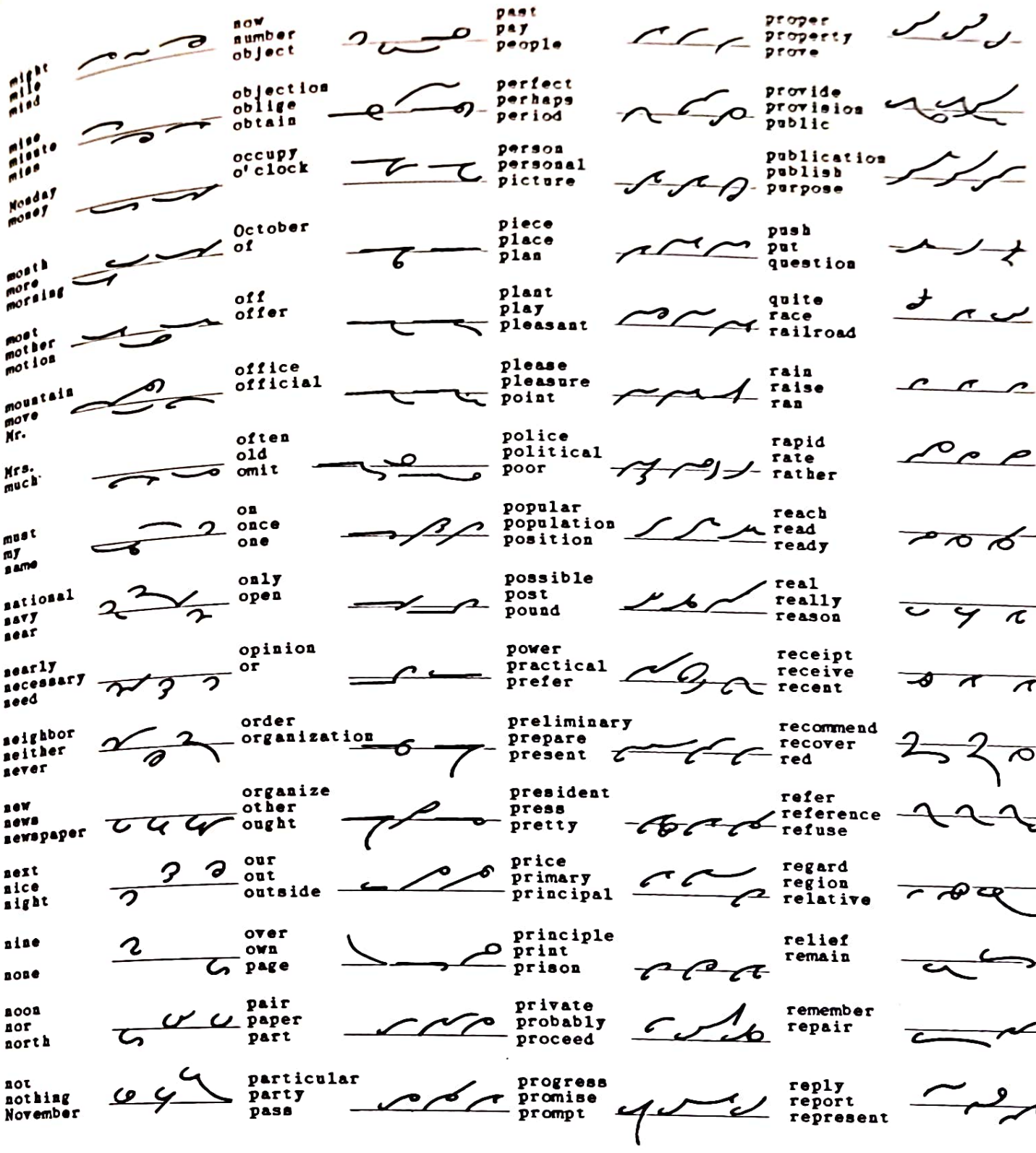
city
claim
class

clean
clear
clerk

§ 117 (CONT'D)


close
clothing
clue
cold
collect
calculate
combination
come
comfort
coming
command
committee
common
company
complaint
complete
concern
condition
conference
connection
consider
consideration
contain
contract
convenient
convention
convict
copy
cordially
cost
could
country
course
court
cover
crowd
cut
dark
dash
date
daughter
day
dead
deal
dear
death
debate
December
decide
decision
declare
deep
degree
delay
department
desire
destroy
develop
diamond
did
died
difference
different
difficulty
direct
direction
director
disappoint
discussion
distinguish
distribute
district
divide
do
doctor
does
dollar
done
don't
door
doubt
down
dozen
dress
drill
driven
drown
due
during
duty
each
earliest
early
east
easy
eat
education
effect
effort
eight
either
elaborate
elect
election
else
emergency
empire
employ
enclose
end
engage
engine
enjoy
enough
enter
entertain
entire
entitle
entrance
escape
especially
estate
estimate
even
evening
event
ever
every
everything
evidence
examination
except
expect
expense
experience
express
extra
extreme
eye
face
fact
factory
fail
fair
fall
family
famous
far
farther
father
favor
feature
February
feel
feet
fell
felt
few
field
fifth
fight
figure
file
fill
final
finally
find
fine
finish
fire
firm
first
five
fix
flight
flower
folks
follow
foot
for
foreign
forenoon
forget
form
fortune
forty
forward
found
four


fourth
free
Friday
help
her
here
friend
from
front
herself
high
him
full
further
game
himself
his
history
gave
general
gentleman
hold
home
get
getting
girl
honor
hope
give
glad
glass
horse
hot
go
God
goes
hour
house
how
gold
gone
good
however
human
hurt
got
government
grand
husband
I
ice
grant
great
ground
if
illustrate
immediate
guess
guest
had
importance
important
impossible
half
hand
happen
imprison
improvement
in
happy
hard
has
include
income
increase
hat
have
he
indeed
inform
information
head
hear
heard
injure
inside
inspect
heart
height
held
instead
intend
interest
into
investigate
invitation
is
issue
it
its
itself
jail
January
judge
judgment
July
June
just
justice
keep
kill
kind
knew
know
known
lady
lake
land
large
last
late
law
lay
lead
learn
least
leave
led
ledge
left
length
less
lesson
let
letter
liberty
life
light
like
line
list
little
live
local
long
look
lose
loss
lost
lot
love
low
machine
madam
made
mail
majority
make
man
manner
many
march
margin
material
matter
may
maybe
mayor
me
mean
meant
measure
meet
member
men
mention
mere


night
nile
mind
now
number
object
past
pay
people
proper
property
prove
miss
missile
miss
objection
oblige
obtain
perfect
perhaps
period
provide
provision
public
Monday
money
occupy
o'clock
person
personal
picture
publication
publish
purpose
month
more
morning
October
of
piece
place
plan
push
put
question
most
mother
motion
off
offer
plant
play
pleasant
quite
race
railroad
mountain
move
Mr.
Mrs.
much
office
official
please
pleasure
point
rain
raise
ran
often
old
omit
police
political
poor
rapid
rate
rather
must
my
name
on
once
one
popular
population
position
reach
read
ready
national
navy
near
only
open
possible
post
pound
real
really
reason
nearly
necessary
need
opinion
or
power
practical
prefer
receipt
receive
recent
neighbor
neither
never
order
organization
preliminary
prepare
present
recommend
recover
red
new
news
newspaper
organize
other
ought
president
press
pretty
refer
reference
refuse
next
nice
night
our
out
outside
price
primary
principal
regard
region
relative
nine
none
over
own
page
principle
print
prison
relief
remain
noon
nor
north
pair
paper
part
private
probably
proceed
remember
repair
not
nothing
November
particular
party
pass
progress
promise
prompt
reply
report
represent

request
respectfully
responsible

session
set
seven

station
stay
steamer

then
there
therefore

rest
restrain
result

several
shall
she

still
stole
stone

these
they
thing

retire
return
ride

shed
ship
short

stood
stop
story

thin
third
this

right
ring
river

should
show
shut

street
struck
study

those
though
thought

road
room

sick
side
sight

subject
success
such

three
through
throw

round
royal
rule

since
sincerely
sir

sudden
suffer
suggest

Thursday
thus
ticket

run
raid
sail

sister
sit
six

suit
summer
summon

time
tire
to

salary
same

size
slide
small

Sunday
supply
support

today
together
told

Saturday
saw
say

so
soap
soft

suppose
sure
surprise

tomorrow
tonight
too

says
scene
school

sold
some
something

system
table
take

took
top
total

sea
search
second

sometimes
son
song

talk
tax
teach

toward
town
track

secretary
section
secure

soon
sorry
south

teacher
tell
ten

train
travel
treasure

see
seem
seen

speak
special
spell

tenth
term
terrible

tree
trip
trouble

select
senate
send

spend
spent
spring

testimony
than
thank

true
truly
trust

sent
separate
September

stamp
stand

that
the
theatre

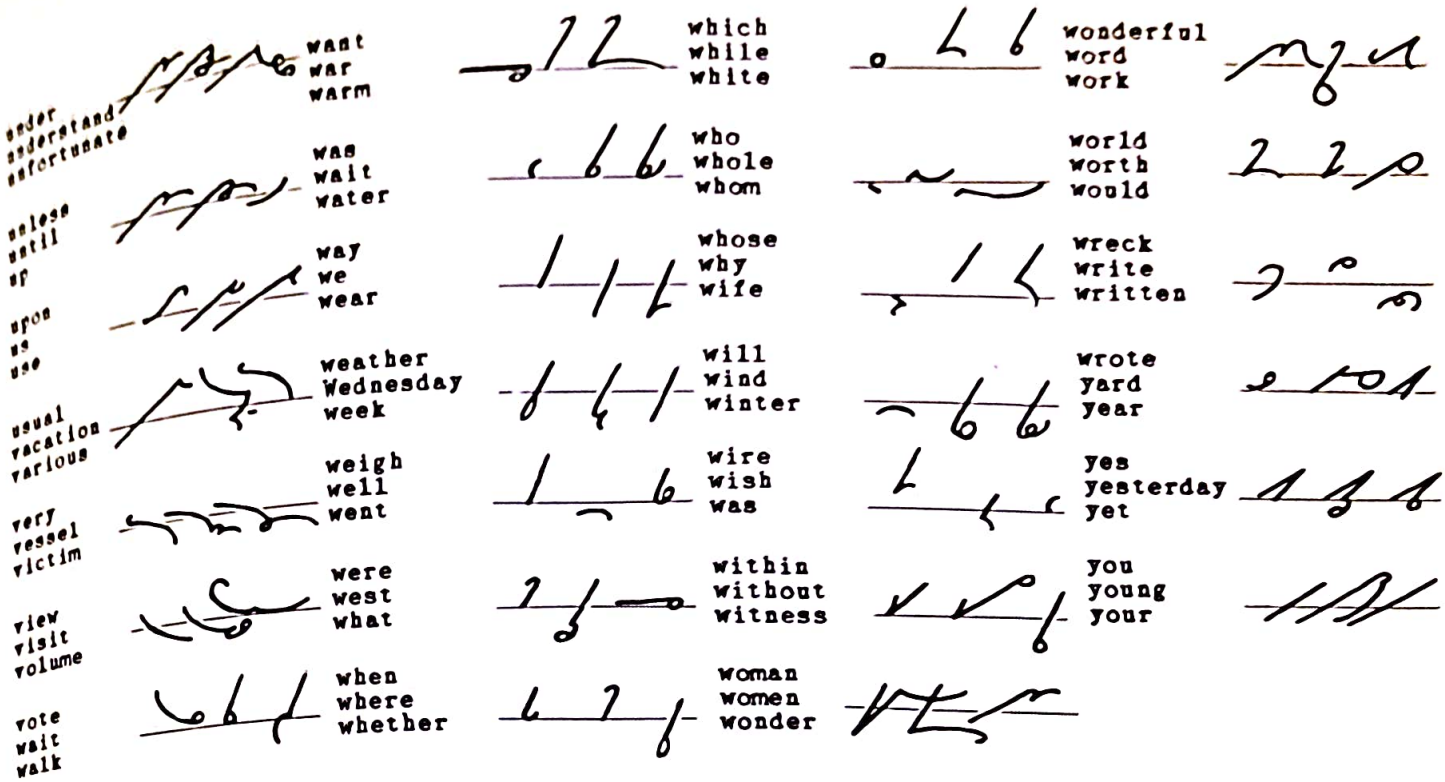
try
Tuesday
turn

serious
serve
service

start
state
statement

their
them
themselves

two
unable
uncle



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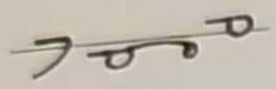
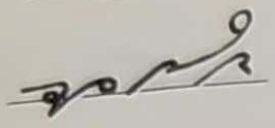
§ 118 VOCABULARY -- 462 HIGH FREQUENCY WORDS NOT INCLUDED IN § 117.

ache
admit
aid

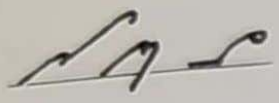


aim
analysis

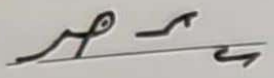
anticipate
anybody
anyhow



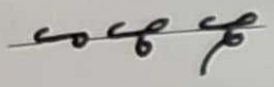
anyone
anywhere
apart



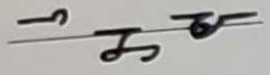
apology
arise
arithmetic



art
artist
artistic



aside
assistant
astray



attach
attack
attain

attorney
auditorium
author

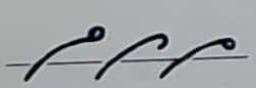
authority
automatic

bag
bake
base

basis
basket
basket ball

bat
bath
bay

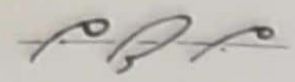
beach
bean
beat



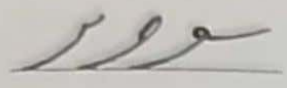
beaten
bee
behold

bell
belt
bet

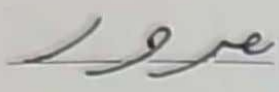
bid
biggest
bit



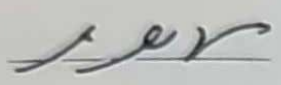
bore
bother
bottom



bow
bud
bulletin



bus
button
cabin

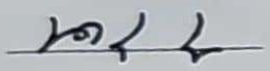


cabinet
cake
calendar

calf
calm
campaign

can't
cap
cape

captain
cash
cashier



cat
caught
cease

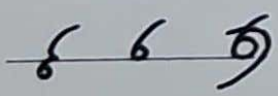
chair
chairman
chat

cheap
cheer
chest

chicken
choose
chose

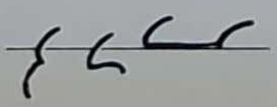
chosen
coach
coal

coast
coat
C. O. D.

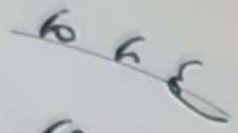


code
coffee
column

cook
cool
coöperate



cord
corn
costume



cottage
cotton
cough

coupé
cousin
cup

custom
dance
data

dawn
debt
decent

deed
dentist
die

dust
earnest
ease

edge
editor
egg

error
essay
etc.

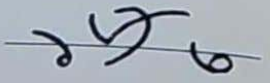
faint
fame
fast

fat
fate
fed

federal
fee
feed

fence
finest
fish

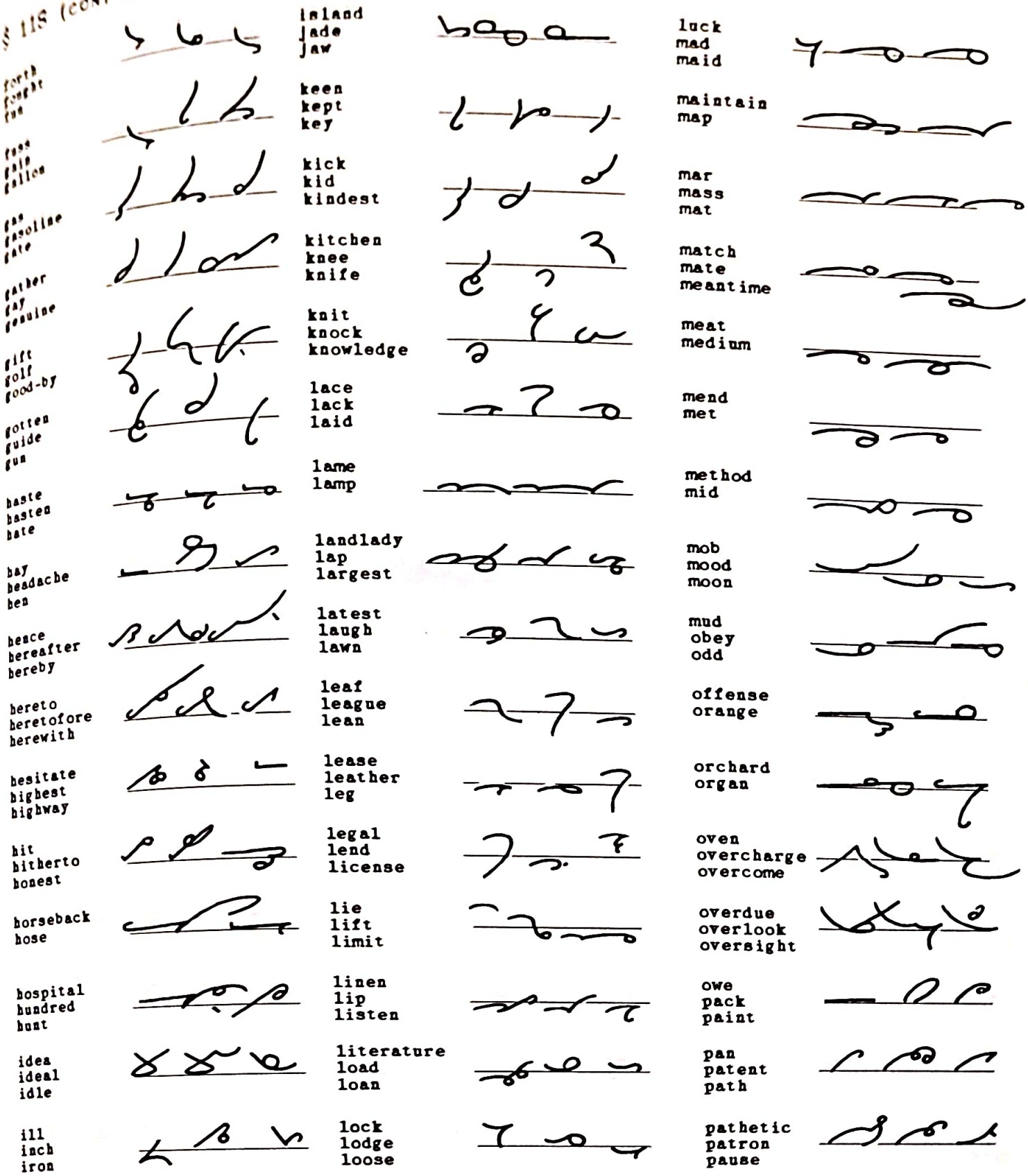
fit
f. o. b.
food



fool
football
force

forgive
forgot
forgotten

§ 115 (CONT'D)


forth
fought
fun
free
gain
gallon
gas
gasoline
gate
gather
gay
genuine
gift
golf
good-by
gotten
guide
gun
haste
hasten
hate
hay
headache
hen
hence
hereafter
hereby
hereto
heretofore
herewith
hesitate
highest
highway
hit
hitherto
honest
horseback
hose
hospital
hundred
hunt
idea
ideal
idle
ill
inch
iron
inland
jade
jaw
keen
kept
key
kick
kid
kindest
kitchen
knee
knife
knit
knock
knowledge
lace
lack
laid
lame
lamp
landlady
lap
largest
latest
laugh
lawn
leaf
league
lean
lease
leather
leg
legal
lend
license
lie
lift
limit
linen
lip
listen
literature
load
loan
lock
lodge
loose
luck
mad
maid
maintain
map
mar
mass
mat
match
mate
meantime
meat
medium
mend
met
method
mid
mob
mood
moon
mud
obey
odd
offense
orange
orchard
organ
oven
overcharge
overcome
overdue
overlook
oversight
owe
pack
paint
pan
patent
path
pathetic
patron
pause

§ 118 (CONT'D)

peace
peach
pen

phase
phone
photo

pick
pie
pig

pile
pillow
pin

pine
pink
pipe

pocket
pole
pool

possess
postmaster

post office
pull

pump
rag
ranch

range
rank
raw

reduce
rejoice
remote

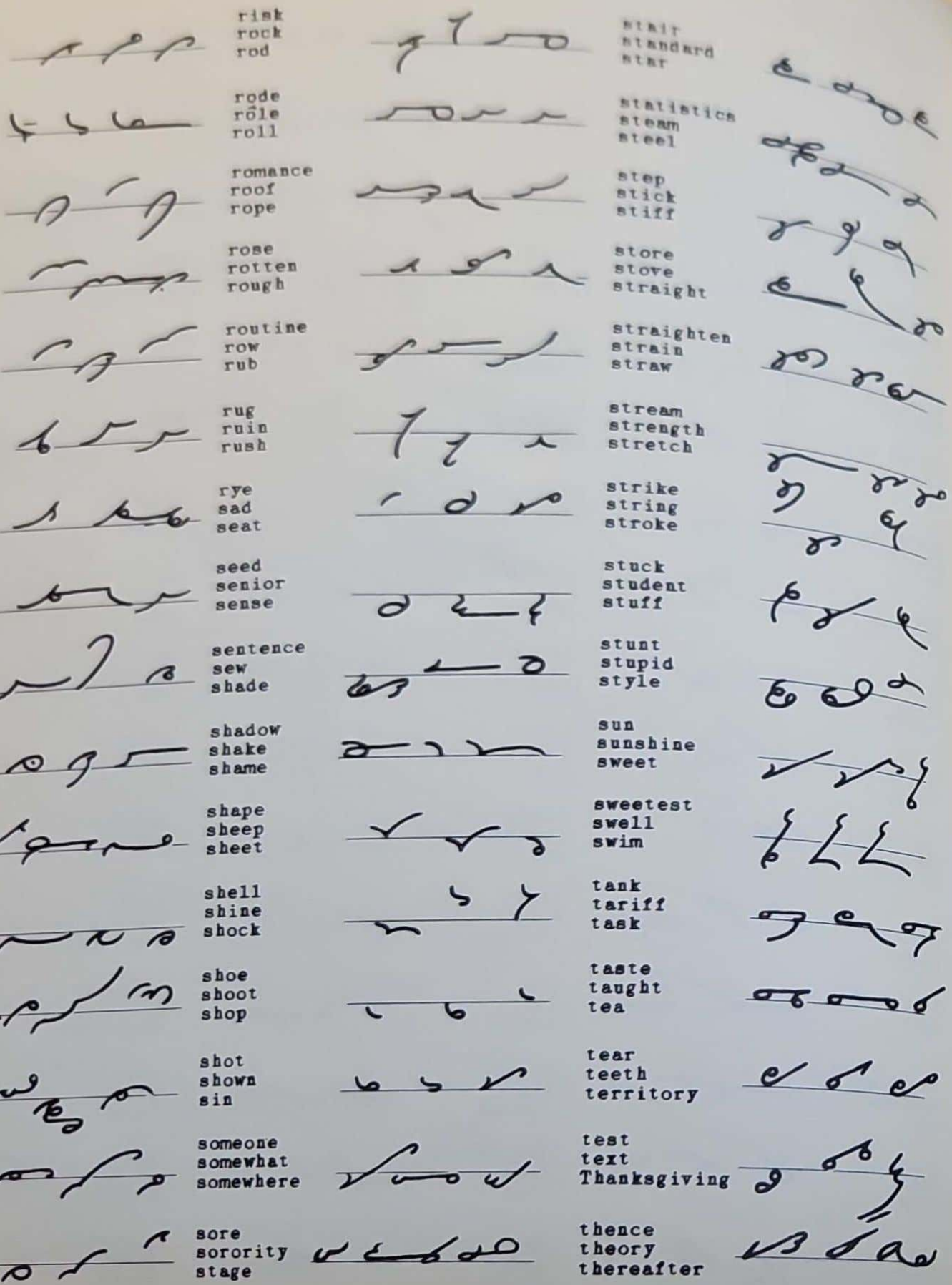
remove
renew
rent

repeat
republic
resign

resort
restaurant
retail

retain
ribbon
rich

rid
rip
rise



risk
rock
rod

rode
rôle
roll

romance
roof
rope

rose
rotten
rough

routine
row
rub

rug
ruin
rush

rye
sad
seat

seed
senior
sense

sentence
sew
shade

shadow
shake
shame

shape
sheep
sheet

shell
shine
shock

shoe
shoot
shop

shot
shown
sin

someone
somewhat
somewhere

sore
sorority
stage

stair
standard
star

statistics
steam
steel

step
stick
stiff

store
stove
straight

straighten
strain
straw

stream
strength
stretch

strike
string
stroke

stuck
student
stuff

stunt
stupid
style

sun
sunshine
sweet

sweetest
swell
swim

tank
tariff
task

taste
taught
tea

tear
teeth
territory

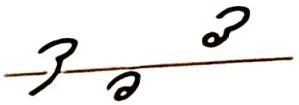
test
text
Thanksgiving

thence
theory
thereafter

§ 118 (CONTD)

dearest
debit
deem

neck
net
nicest

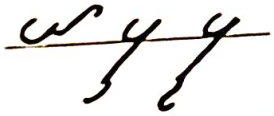


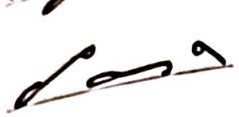
defeat
demand
depend

nickel
niece
nonsense

deposit
depot
detail

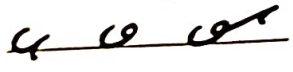
northern
northwest
northwestern





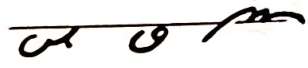
devote
diameter
differ

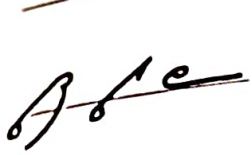
nose
note
notice



dig
divine
dog

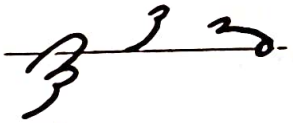
nurse
nut
pencil



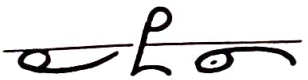


doll
double
dull

picnic
sack
safety

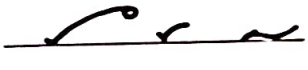


dumb
dwell
gem



sake
salad
sale

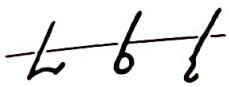
habit
hair
hall



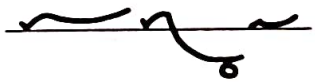
salesman
salesmen

happier
happiest
hardest

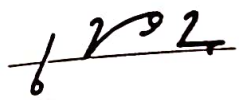
salt
sample
sand



harm
harvest
haul



sane
sash
sat

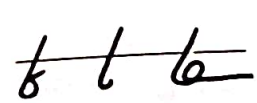


health
heap
hem

satin
save
seal

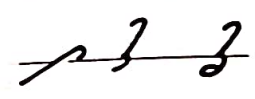
hero
hill
hire

season
seek
seldom



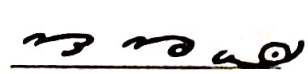
hog
hole
holiday

sell
semester
sign



homesick
jar
joke

silence
silent
soldier



§ 119 -- 135 WORDS

jump
nail
nap

sole
solemn
solid

damage
damp
dare

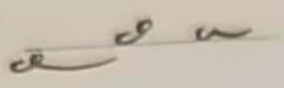
narrow
nearest
neat

solo
somebody
somehow

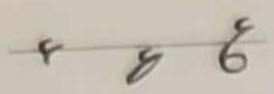
PUBLIC LIBRARY OF

§ 119 (CONT'D)

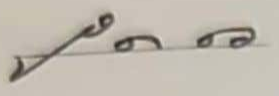
sometime
sought
soul



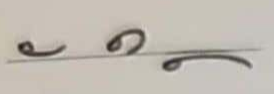
source
southern
succeed



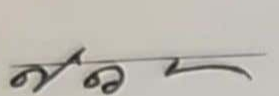
sunset
tale
talent



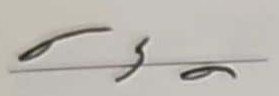
tall
tan
team



tennis
tent
theme

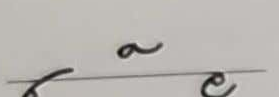


thereby
thick
thrill



tile
till
tiny

tip
title
ton

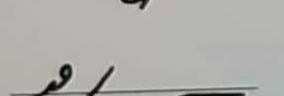


tool
topic
tough

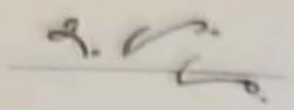
trace
trade
treat

trial
truth
type

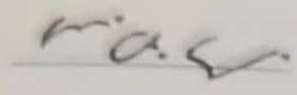
upset
wisdom
zero



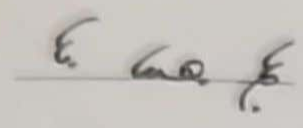
certified
combined
committed



compiled
composed
confused

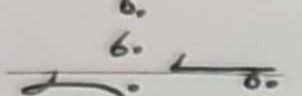


consigned
consolidated
constructed

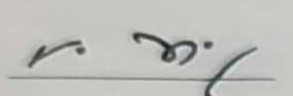


discouraged
disgusted
equipped

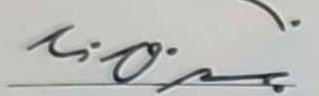
esteemed
excited
exhausted



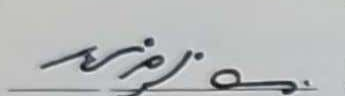
expired
frightened
governed



inclined
incorporated
indorsed



inspired
interrupted
joined



married
offended
opposed

qualified
related
resolved

revised
seized
situated

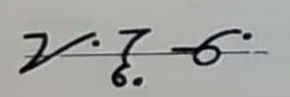
spoiled
tempted
tickled

trimmed
undecided
unexpected

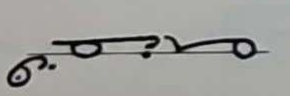
united
wounded
wretched

§ 120 /ed

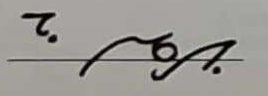
accused
accustomed
adapted



adjourned
adorned
ashamed



assigned
blessed
buried



§ 121 /ing, /ings, /ingly

accordingly
binding
bookkeeping

buildings
ceilings
clipping

dealings
exceedingly
exciting

fascinating
feelings
greetings

housekeeping
lading
lovingly

lying
meetings
misunderstanding

openings
outstanding
pending

pertaining
proceedings
relating

savings
seemingly
stockings

surrounding
things
unwilling

§ 122 -ment

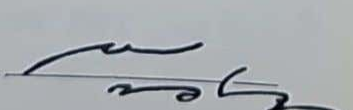
acknowledgment
adjustment
advancement

advertisement
amendment
amusement

announcement
apartment
appointment

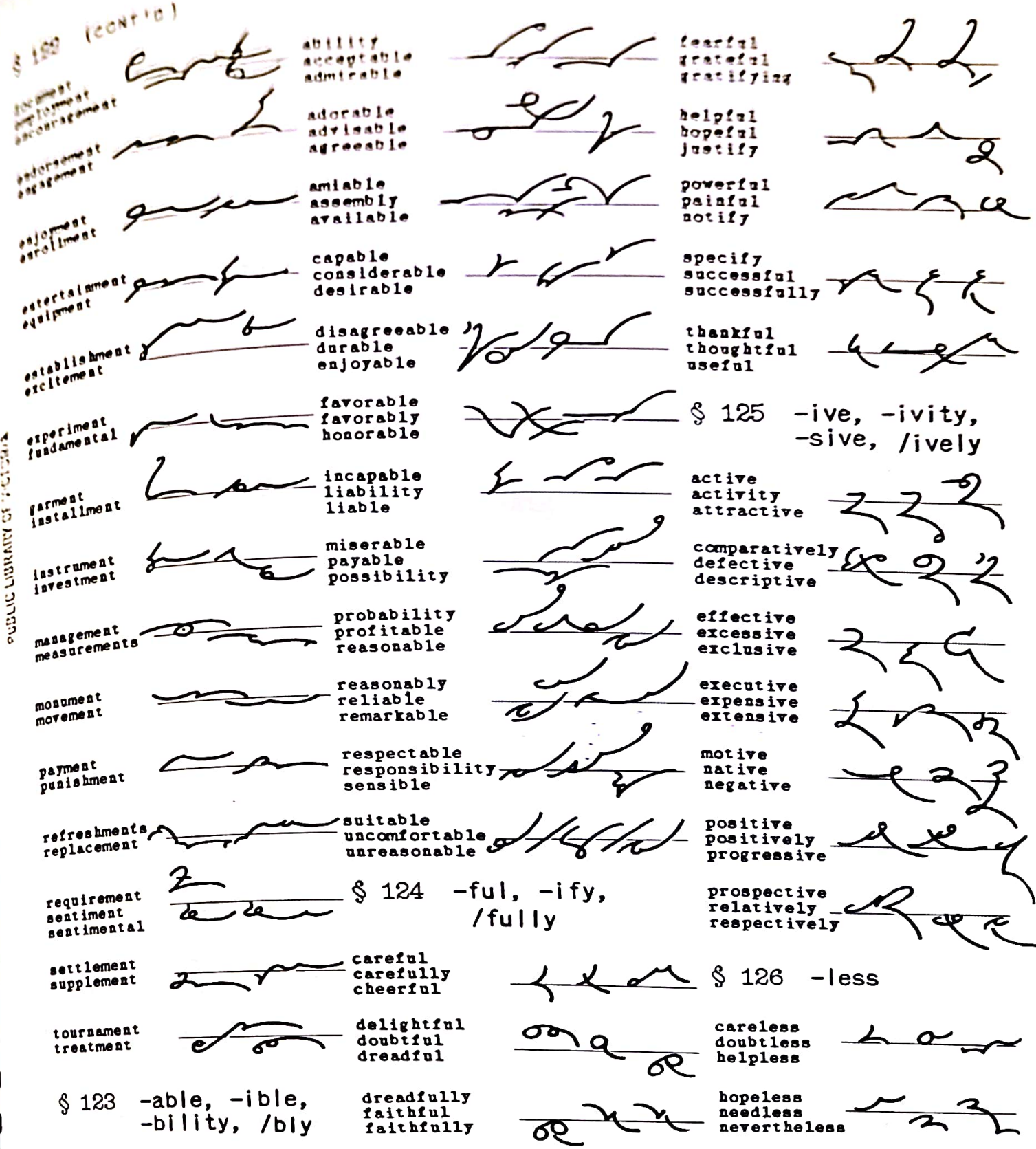
assignment
assortment
attachment

basement
cement
commencement



compliment
development
disappointment

§ 122 (CONT'D)



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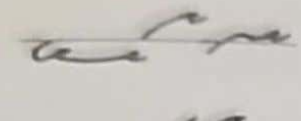
§ 126 (CONT'D)

regardless
restless
useless
worthless

numerous
palace
plus

previous
prosperous



pads
parents
passes

peas
pieces
potatoes

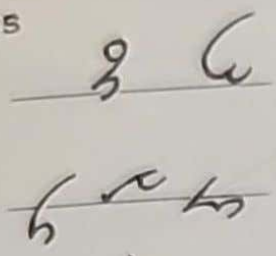
§ 127 -ness

darkness
gladness

goodness
happiness
illness

indebtedness
kindness
promptness

sickness
weakness
willingness

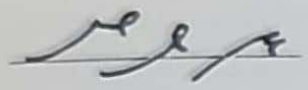


status
strenuous
surplus

president's
puts
resources

§ 130 -'s, and PLURALS ending in -s

bolts
boots
businesses



cases
causes
chairs

chances
changes
classes

clothes
clouds
creditors

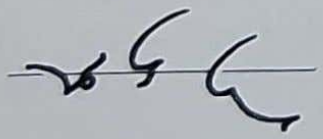
dances
dates
days

debts
delegates
desires

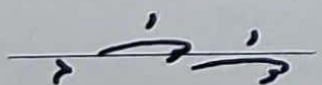
dishes
dresses
faces

facilities
fees
finances

fixtures
glasses
gloves

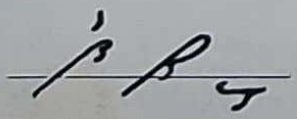


hundreds
man's
men's



month's
mother's
oats

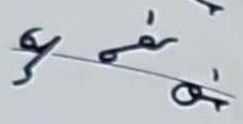
one's
others
ourselves



series
ships
sides

slaves
sleeves
stockholders

stories
teacher's
today's



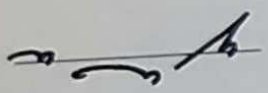
trees
tubes
wages

§ 128 -sy, -cy, -zy

controversy
crazy
democracy

easier
easily
fancy

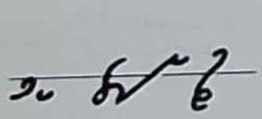
lazy
mercy
uneasy



§ 129 -us, -ous
-eous, -uous

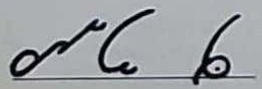
bonus
campus
chorus

circus
continuous
courteous

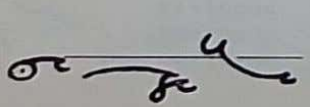


dangerous
enormous
generous

genius
glorious
gorgeous

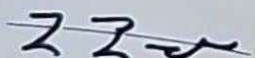


jealous
mysterious
nervous



§ 131 -ual, -al, -el,
-le

actual
ankle
approval



arrival
battle
bottle

capital
cattle
central

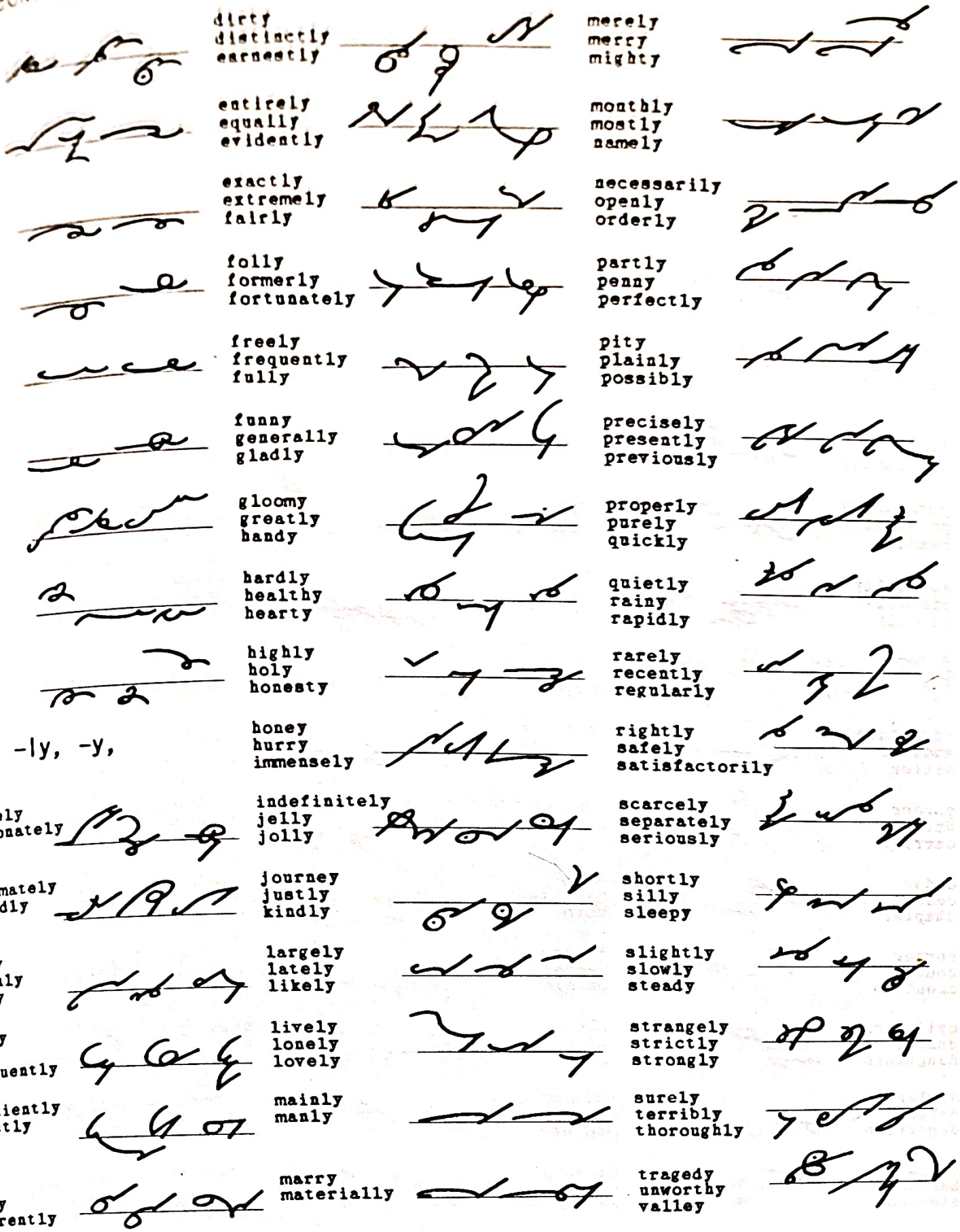
channel
chapel
control

cordial
couple
cruel

eternal
fatal
gentle

handle
hotel
industrial

ist (cont'd)



§ 132 -ly, -y,

absolutely
affectionately
agency

approximately
backwardly
barely

briefly
certainly
chiefly

closely
cloudy
consequently

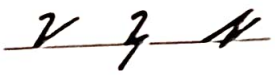
conveniently
correctly
daily

dairy
deeply
differently

§ 132 (CONT'D)

weekly
wholly
windy

worry
worthy
yearly



§ 133 /ually, /ally, /ily

continually
eventually
gradually

happily
heartily
incidentally

literally
locally
ordinarily

personally
primarily
readily

specially
steadily
totally

§ 134 -er, -or, -ar, -ure

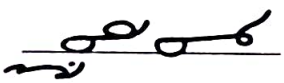
adventure
auditor
bitter

border
butter
carrier

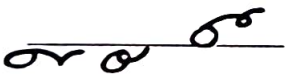
cedar
cellar
chapter

corner
counter
creature

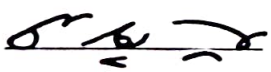
cylinder
danger
daughters



dealer
debtor
departure



dinner
Easter
elevator



failure
farmer
fewer

flatter
folder
future

grammar
greater
harder

headquarters
higher
holder

horror
instructor
jobbers

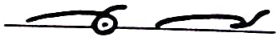
larger
later
latter

lawyer
leader
lecture

ledger
legislature
lighter

lover
lower
major

manager
manners

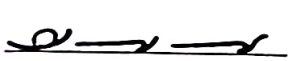


manufacturer
master

mature
ministers
motor

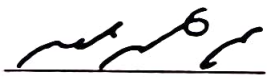
nature
nearer
oftener

older
owner
owners



painter
pastor
pasture

players
powder
prayer



preacher
procedure
publisher

purchaser
quarters
readers

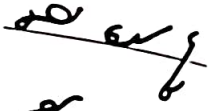
register
remainder
reporter

render
senator
shorter

shoulder
sisters
slippers

smaller
sooner
speaker

stranger
stronger
sweater



teachers
temperature
tender

thermometer
tractor
treasurer

typewriter
utter
venture

visitors
voucher
wander

warmer
worker
writer's

§ 135 /()ry, /ry

battery
chemistry
contrary

customary
dormitory
elementary

entry
factories
geometry

§ 135 (CONT'D)

flory
forestory
ivory

laundry
lavatory
library

literary
machinery
memories

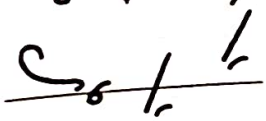
memory
military

misery
missionary

mystery
poetry
poultry

sanitary
scenery
stationary

stationery
temporary
victory



voluntary
weary
wiry

§ 136 -age, -enger

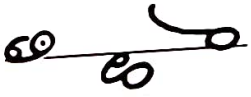
average
carriage
college

courage
garage
garbage

message
package
passage

passenger
patronage
percentage

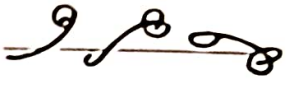
pledge
postage
shortage



storage
tonnage
voyage

§ 137 -d()n, -g()n, -j()n, -dent, -dend, -gent, -dence, -gence

accordance
agent
audience



budget
burden
dividend

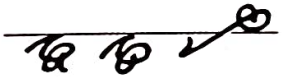
engineer
evident
extraordinary

garden
golden
guardian

intelligence
intelligent
maiden

margin
modern
obedient

ordinary
pardon
religion



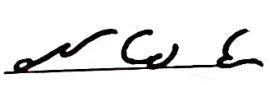
residence
resident
sudden

urgent
wooden

§ 138 -s()r, -ber, -fer, -ger, -ker, -ler, -per, -ver, -rel

absurd
atmosphere
banker

barrel
bigger
blizzard



cheaper
closer
collar

color
compare
comparison

confer
deserve
dresser

eager
fever
finger

forever
grocery
leisure

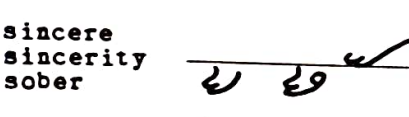
liberal
liquor
longer

lumber
observe
occur

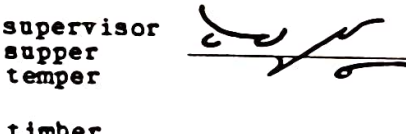
parlor
preserve
pressure

professor
quarrel
reserve

rubber
severe
silver



sincere
sincerity
sober



supervisor
supper
temper

timber
tracer
transfer

treasury
unfair
welfare

§ 139 -ou, - oi, -eu, DOUBLE VOWELS

abuse
annoyance
background

boiler
bound
bureau

cow
crew
crown

cure
curious
cute

§ 139 (CONT'D)

funeral
gown
grow

household
huge
humor

joy
loud
loyalty

mouth
noise
oil

outcome
outfit
outline

piano
plow
poem

poet
poison
prior

reunion
route
scout

shower
soil
sound

standpoint
toy
unanimous

union
unit
universal

universe
university
via

viable
yellow
yield

younger
youngest
youth

admission
affection
ambition

anticipation
attraction
cancellation

caution
circulation
collection

commission
communication
completion

conception
conclusion
confirmation

confusion
congratulations
consolation

construction
conviction
coöperation

corporation
correction
declaration

deduction
definition
description

destination
destruction
discretion

distinction
distribution
division

edition
estimation
exception

exhibition
expiration
explanation

expression
extension
fashion

federation
fiction
generation

graduation
illustration
impression

inspection
inspiration
installation

instruction
intention
introduction

investigation
legislation
location

nation
notion
obligation

observation
occasion
occupation

omission
operation
perfection

permission
portion
preparation

production
promotion
proportion

protection
reception
recognition

recollection
reduction
reflection

registration
regulation
relation

reservation
resignation
resolution

revision
revolution
satisfaction

selection
situation
solution

subscription
suggestion
supervision

suspicion
transaction
translation

§ 140 -tious, -sion

administration
admiration

§ 141 -t()tion, -d()tion, -cial, -tial, -s()tion, -c()sion, -cious, -cient, -sual, /tional, -tious, -tiation

accommodation
additional
ambitious

ancient
anxious
appreciation

artificial
beneficial
civilization

commercial
compensation
competition

composition
confidential
conscience

conscientious
conscious
constitution

conversation
delicious
demonstration

disposition
educational
efficiency

efficient
essential
exceptional

expectation
financial
financially

foundation
imitation
impatient

initial
initiation
institution

international
negotiations
notation

occasional
opposition
partial

patience
patient
petition

physician
possession
presentation

procession
profession
professional

proposition
quotation
recommendation

representation
reputation
requisition

social
substantial
temptation

transportation
unusual
unusually

§ 142 Other common suffixes. See HAPPY FISH § 113.

retaliatory
radiator
radiate

caviar
pneumonia

hardware
questionnaire
underwear

acidity
humidity
rapidity

decidedly
disconnectedness
undoubtedly

scientific
specific
specifically

classification
specifications
uniform

falsehood
livelihood
neighborhood

apologize
authorize
civilized

galvanized
itemized
likewise

merchandise
otherwise
realize

recognize
sterilizer
sympathize

critical
economical
electrical

historical
medical
mechanical

physical
practically
technical

agriculture
agricultural
horticulture

biologist
physiology
theologian

temporarily
cutlery
chancery

geography
stenographer
photographic

criticism
mannerisms
nationalism

radicalism
rheumatism

localization
summarization
realization

capacity
curiosity
generosity

publicity
simplicity
veracity

PUBLIC LIBRARY OF CINCINNATI

§ 142 (CONT'D)

handsome
lonesome
wholesome

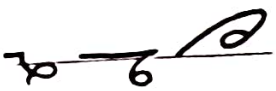
friendship
membership

ownership
scholarship
worship

altitude
attitude
constitute

institute
gratitude
substitute

afterwards
awkward
backward

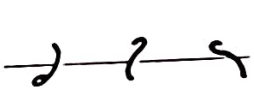


§ 143 Other DETACHED SUFFIXES

-alogy
-berg
-berry,-bury

-chester
-field
-ford

-icality
-icular
-iferous



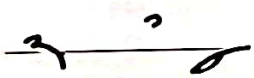
-ingham
-ington
-mentally

-morphic
-nometer
-nometry

-ogamy
-onomous
-onomy

-otomous
-otamy
-scope

-sephalous
-side
-therapy

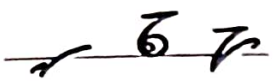


-uity
-ulate
-wood

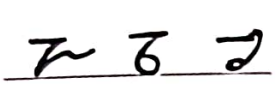
§ 144 MISCELLANEOUS WORDS for SPECIAL STUDY

abroad
absent
abstract

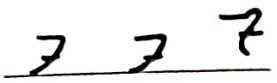
acceptance
accommodate
accompany



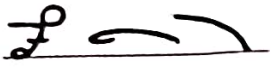
accomplish
accord
accurate



acquaint
acquaintance
acquire

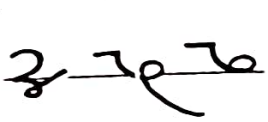


adequate
admire
advantage



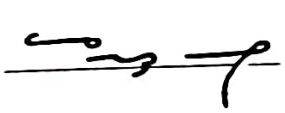
advertise
advice
affect

affectionately
affidavit
afford



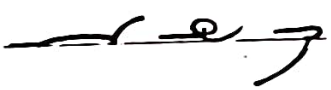
ahead
algebra
alive

all right
allowance
altogether



alumni
A. M.
American

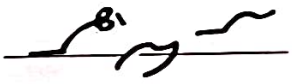
ample
angel
angle



angry
animal
anniversary

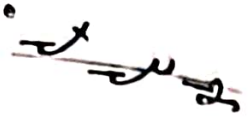
anxiety
apparent
appearance

appetite
applicant
apply



approach
appropriate
approve

approximate
apron
ascertain



asleep
assistance
assume

assurance
attendance
avoid

awake
aware
awhile

bank
bankruptcy
banquet

bargain
barn
beauty

bedroom
behalf
behavior

belief
below
benefit

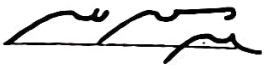
beyond
Bible
bird

birth
birthday
blame

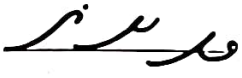
blank
blew
blind

blood
bloom

blouse
blown
bluff



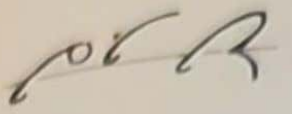
bond
bone
booklet



borrow
brain
branch

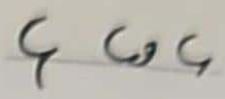
brand
brass
brave

§ 144 (CONT'D)

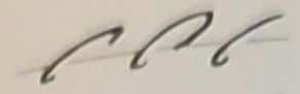


bread
break
breakfast

clock
closet
cloth

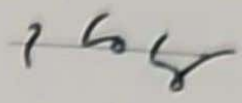


contribute
convenience
convey

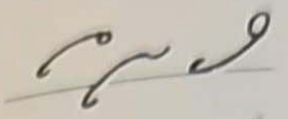


breath
brick
brief

coarse
collateral
comfortable



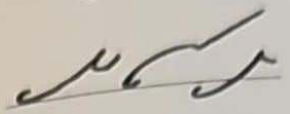
convince
correct
correspond



bright
brilliant
broad

commence
comment
commerce

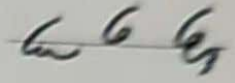
correspondence
correspondent
council



broken
brown
brush

commissioner
commonplace
communicate

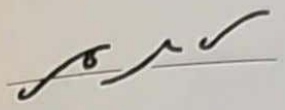
counsel
count
countenance



bunch
bungalow
burut

community
companion
compel

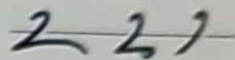
county
coupon
courtesy

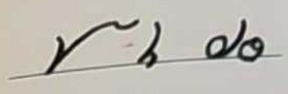


burst
bushel
buyer

competent
complain
compliance

cream
create
credit

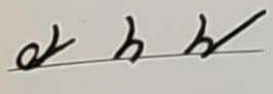




cable
cancel
candidate

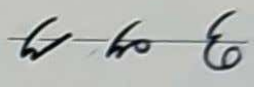
comply
compound
compromise

creek
crepe
crime

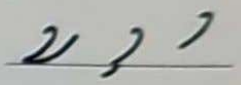


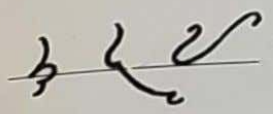
candy
cane
canoe

conceive
concert
conclude



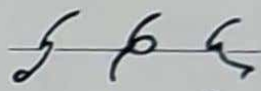
crop
cross
cry



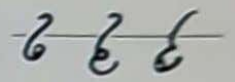


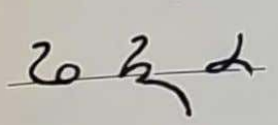
cans
canvass
carbon

concrete
conduct
confess



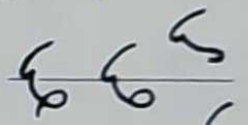
current
curtain
customer



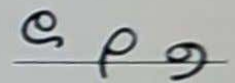


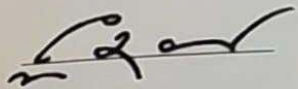
carload
carnival
catalog

confidence
confident
confine



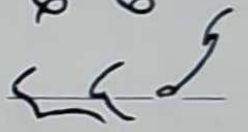
decline
deduct
defect



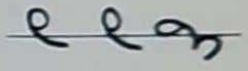


celebrate
certificate
chamber

confirm
conform
congratulate

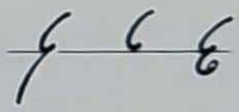


defend
defense
definite

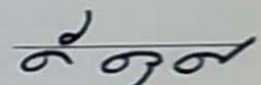


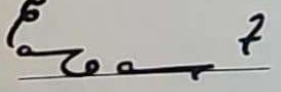
characteristic
charm
childish

congress
connect
consent



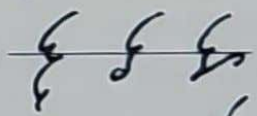
delicate
delinquent
deliver



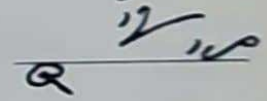


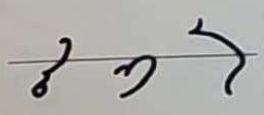
chocolate
choice
choir

consequence
consist
consistent



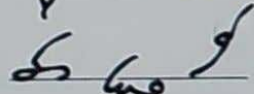
deny
describe
desert



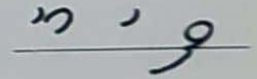


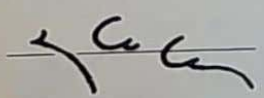
Christian
circle
civic

constant
consult
contact



design
desirous
desk

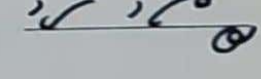


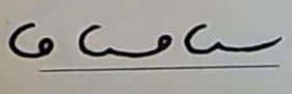


civil
clause
clever

contemplate
content
contest

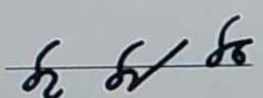
despair
desperate
determine



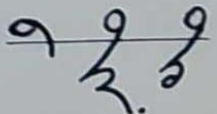


client
climate
climb

continent
continue
contrast



difficult
dignified
dignity

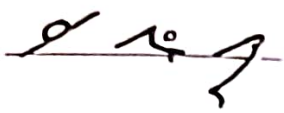


PUBLIC LIBRARY OF THE CITY OF BOSTON

§ 144 (CONT'D)

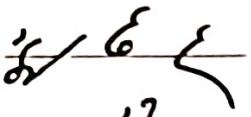
diploma
discharge

energy
enforce
English



flat
flesh
floor

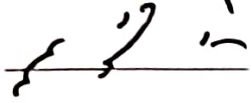
discontinue
discount
discover



enthusiasm
enthusiastic
envelope

fly
fond
foolish

discuss
disgrace
dislike



envy
equal
everybody

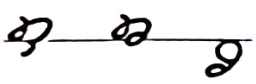
forest
formal
former

dispatch
display
dispose

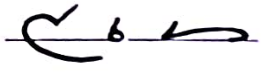
everyday
everyone
everywhere

fortnight
fortunate
frame

distance
distant
distinct

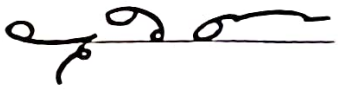


evil
exact
examine



frank
frankly
fraternity

domestic
draft
drama



example
exceed
excellent

freedom
freeze

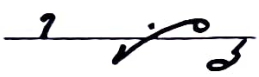
dramatic
draw
drawn

exchange
excuse
execute

freight
French
frequent

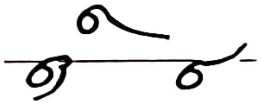
dread
dream
drew

exercise
exhibit
exist



fresh
freshman
freshmen

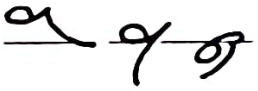
drink
drive
drop



existence
expenditure
expert

friendly
frost
frozen

drove
drug
drunk



explain
export
exquisite

fruit
fry
fund

dry
duplicate
earlier

extend
extent
factor

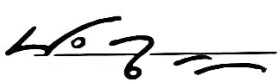
fur
furnace
furnish

eastern
economic
economy

faculty
fallen
false

furniture
furthermore
gang

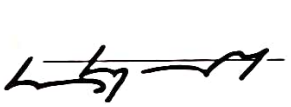
elbow
electric
element



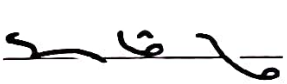
familiar
fare
farewell

gentlemen
gingham
glance

eliminate
elsewhere
employee



farm
fault
favorite

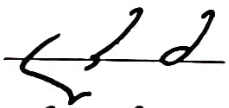


glee
globe
gossip

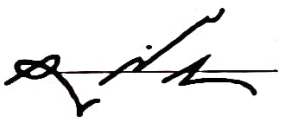
empty
enable
enclosure

fear
feeble
fellow

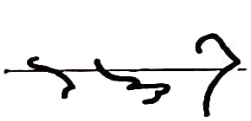
governor
grace
grade



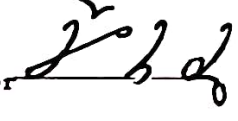
endeavor
endure
enemy



fierce
finance
flag



graduate
grain
grandfather



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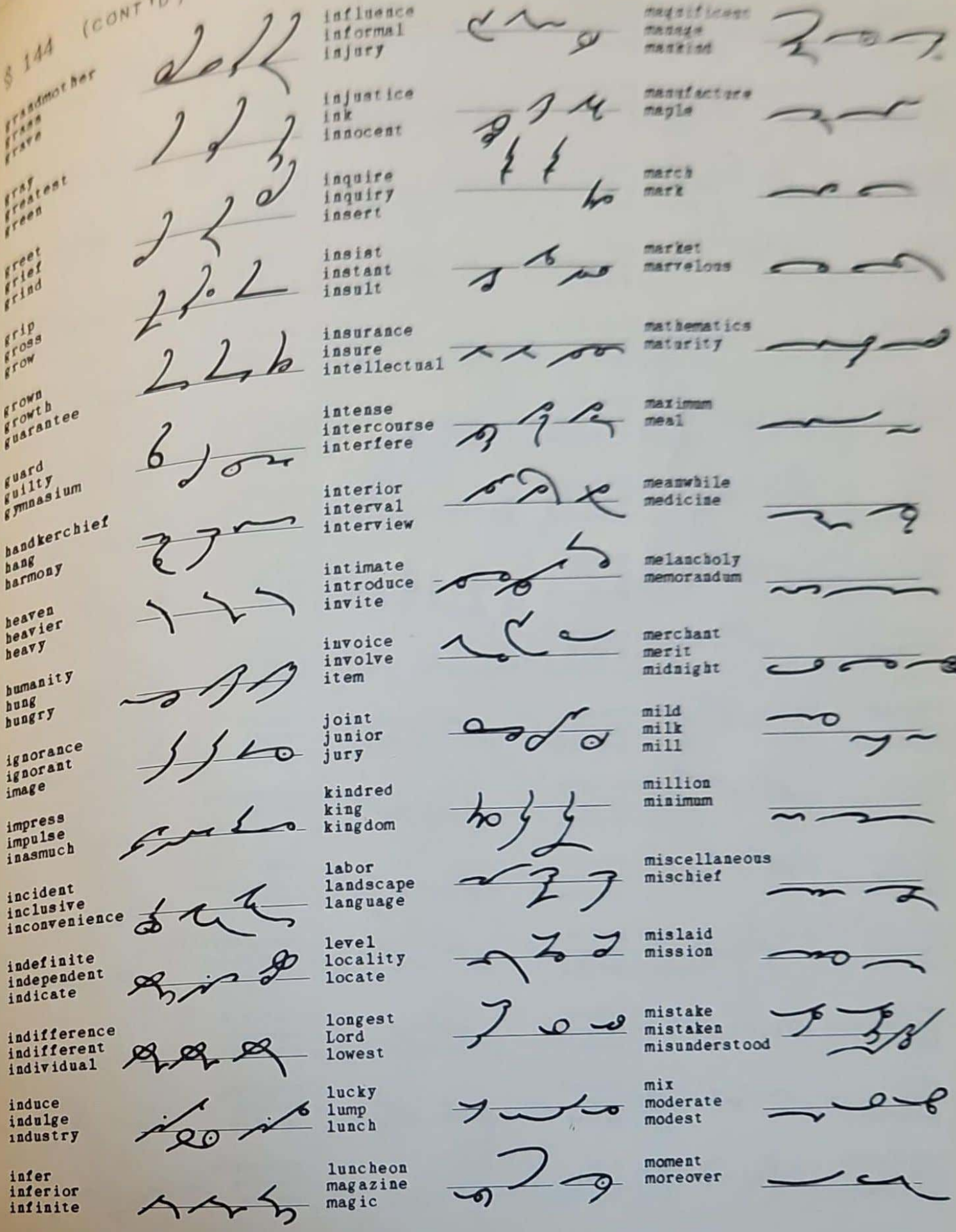

PUBLIC LIBRARY OF COLUMBUS

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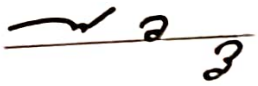
mortgage
movie
music

myself
natural
necessity



neglect
nerve
nicer

noble
nobody
novel

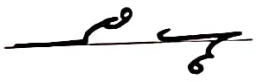
obvious
ocean

officer
offset

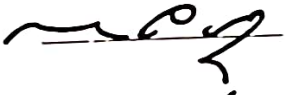
O. K.
oldest
one-half

opera
operate
opportunity

opposite
orchestra



pamphlet
parade
paragraph



parcel
parcel post
park

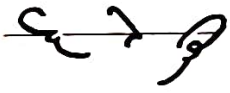
partner
pattern
peculiar

per
perceive
per cent

perform
performance
permanent

permit
personality
persuade

philosophy
phrase
picturesque



plain
plane
plate

platform
plenty
P. M.

polite
politics
porch

port
postpone
poverty

practice
praise
pray

preach
preference
prejudice

premium
prepaid
presence

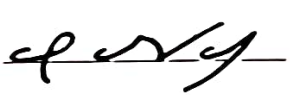
presume
pretend
prettiest

prevail
prevent
privilege

prize
probable
problem

process
procure
produce

product
profound
program



project
prominent
proof

propose
prose
protect

protest
proud
proven

P. S.
pupil
purchase

purple
quality
quantity

queen
queer
quilt

quit
radio
rail

railway
reality
rear

recall
receiver
reckon

recollect
record
reflect

reform
refrain
refrigerator

refund
regret
regular

release
relieve
religious

remark
remedy

remembrance
remind

remit
remittance
replace

representative
republican
require

research
respect
respond

response
revenge
revenue

reverence
reverse
review

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reward
ridiculous
rural

sacred
sacrifice
sang

satisfactory
satisfy
scale

scare
scarf
schedule

scheme
science
score

scrap
screen
secret

security
selfish
serial

sermon
servant
share

sharp
shirt
shore

signature
silk
similar

simple
simply
sing

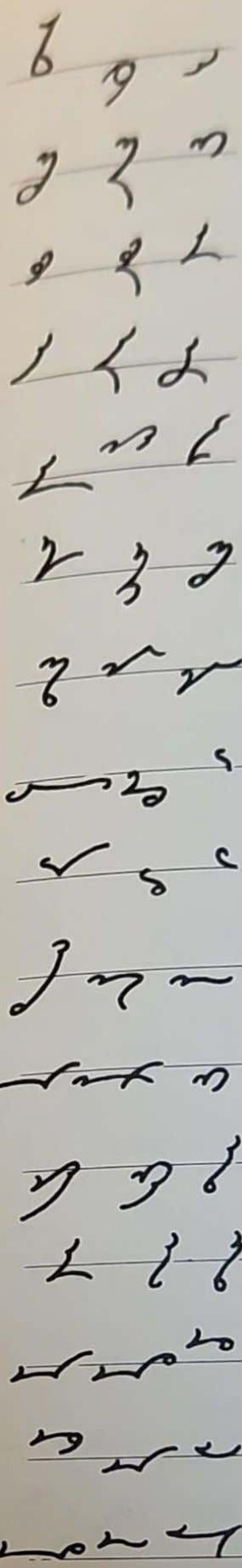
single
sink
sketch

skill
skin
skirt

sleep
slept
slight

slightest
slip
slow

smart
smile
smoke



smooth
snap
snow

so-called
society
solicit

sorrow
sort
space

spare
specimen
speech

speed
spirit
spite

splendid
split
spoke

spoken
sport
spot

spread
square
staff

stomach
storm
strong

strongest
struggle
submit

substance
sufficient
sugar

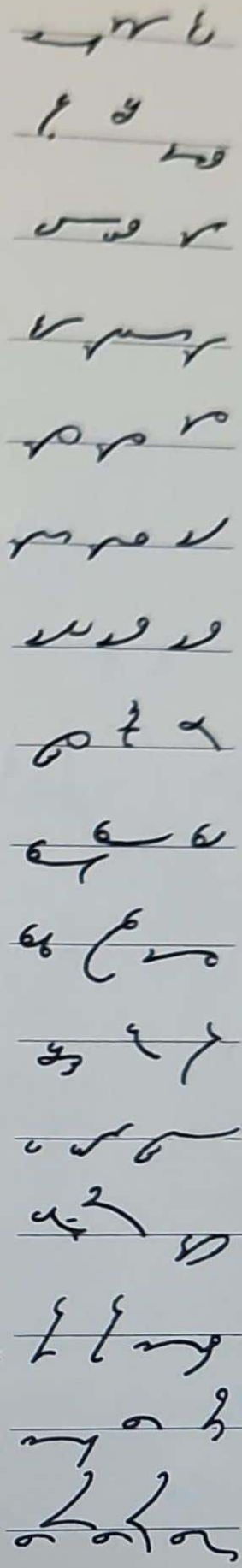
sum
superior
supreme

surface
survey
suspect

swear
swing
sympathetic

sympathy
tail
taken

telegram
telegraph
telephone



temple
tendency
tonight

transit
tremendous
trick

trifle
triumph
troops

truck
trunk
ugly

uncertain
understood
undertake

unhappy
unjust
unknown

unlike
unnecessary
unpaid

unpleasant
unsatisfactory
upper

upstairs
urge
vacancy

vacant
vague
valuable

value
vanity
variety

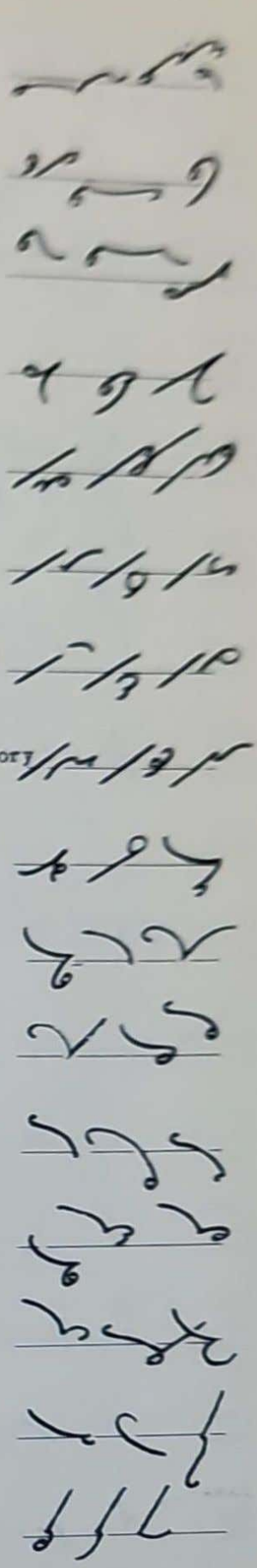
vary
velvet
verse

vicinity
violence
violent

violin
virtue
vocal

voice
vulgar
wagon

waist
wake
wall



PUBLIC LIBRARY OF NEWARK

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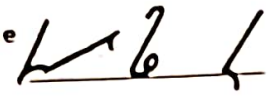
warehouse
warrant
wash

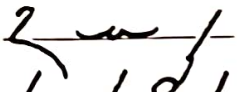


waste
wave
weight

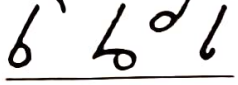
welcome
whatever
whatsoever

wheat
wheel
whenever

wherever
wholesale
wicked

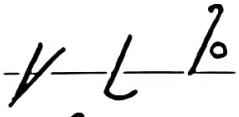


wide
wild
wine

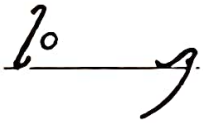


wise
withdraw

wood
wool
wore



worn
wrong



§ 145 STATES of U.S.

Ala.
Alaska
Ariz.

Ark.
Calif.
Colo.

Conn.
Del.
D. C.

Fla.
Ga.
Idaho

Ill.
Ind.
Iowa

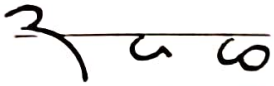
Kans.
Ky.
La.

Maine
Md.
Mass.

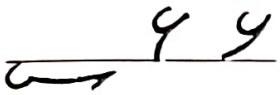
Mich.
Minn.
Miss.

Mo.
Mont.
Nebr.

Nev.
N. H.
N. J.



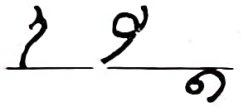
N. Mex.
N. Y.
N. C.



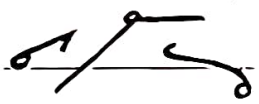
N. Dak.
Ohio
Okla.

Ore.
Pa.
R. I.

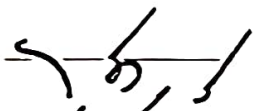
S. C.
S. Dak.
Tenn.



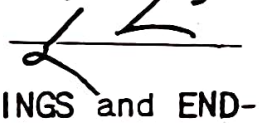
Tex.
Utah
Vt.



Va.
Wash.
Wis.

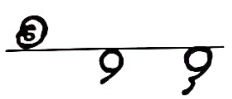


W. Va.
Wyo.



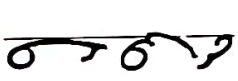
§ 146 HEADINGS and ENDINGS for Business Letters.

Gentlemen:
Dear Sir:
Dear Sirs:



Dear Madam:
Dear Mr.
Dear Miss

Dear Mrs.
Dear Friend:
Sirs:



My dear Madam:
My dear Sir:
Messers:

Yours truly,
Yours very truly,
Very truly yours,

Respectfully yours,
Yours respectfully,
Very respectfully yours,

Cordially yours,
Your friend,
Sincerely yours

Sincerely,
Respectfully,
Cordially,

§ 147 PRINCIPAL CITIES in the U.S.

Baltimore, Md.
Boston, Mass.
Buffalo, N.Y.

Chicago, Ill.
Cincinnati, Ohio
Cleveland, Ohio

Dallas, Texas
Denver, Colo.
Detroit, Mich.

Ft. Worth, Tex.
Houston, Tex.
Indianapolis, Ind.

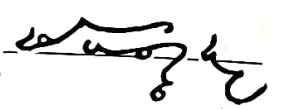
Kansas City, Mo.
Los Angeles, Calif.
Louisville, Ky.

Milwaukee, Wis.
Minneapolis, Minn.
New Orleans, La.

New York City
Oklahoma City, Okla.
Philadelphia, Pa.

Pittsburgh, Pa.
Portland, Ore.
St. Louis, Mo.

St. Paul, Minn.
Salt Lake City
San Francisco, Calif.



Seattle, Wash.
Spokane, Wash.
Washington, D.C.

1941-1942-1943

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